

SME SHORT COURSE PROPOSAL FORM

Building the Standard for Professional Development

The Society for Mining, Metallurgy, and Exploration advances the worldwide mining and minerals community through information exchange and professional development.

SME is the world's largest society for mineral professionals. Today, SME's more than 14,000 members represent all professions serving the mineral industry including metallurgists; geologists; chemists; economists; environmental, business and management and of course, mining engineers.

SME produces numerous short courses in response to current needs across the industry. These courses are taught by acknowledged leaders in the subject field and are designed to have immediate application.

SME's Role

- promotion/advertising
- venue
- audio-visual
- food and beverage
- registration
- course materials - reproduction

Instructor's Role

- coordinates instructing team
- writes and coordinates course notes
- produces course presentation

Short Course Budgets

SME Short Courses are budgeted to break even on direct expenses only with 20 member registrants. Instructors are reimbursed for travel, per diem, and honorarium for the following number of instructors:

3-Day Course = 3 Instructors

2-Day Course = 2 Instructors

1-Day Course = 1 Instructor

Please note that any number of instructors may be used for any course, however, SME can only provide reimbursement for the specified number per course day.

Instructor Reimbursement Arrangement

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Course budgets are broken into five major categories which require input from the course instructors: Travel, per diem, honorarium, course notes, and audio-visual equipment rental. Budget categories are as follows:

Travel

Travel is calculated either of two ways: actual air travel expense or mileage per SME travel policy guidelines. The maximum air fare per instructor is \$500.

Per Diem

Per diem is \$100 per course day to include one day before and one day after the course for each allocated instructor as follows:

1-Day Course = \$300

2-Day Course = \$400

3-Day Course = \$500

Honorarium

a) up to 20 registrants - instructors share \$300 per course day

b) 21-30 registrants - instructors share 30% of the net surplus per member registrants (member registration fee minus variable cost per registrant).

c) 31++ registrants - instructors share 20% of the net surplus per member registrant (member registration fee minus variable cost per registrant).

Examples:

Course Title	# of Registrants	Additional Honorarium	Total Honorarium	
Intro Geostatistics and Mine Planning	25		\$598.85	\$1,498.85
Metallurgical Aspects of Operating Precious Metal Heap Leach Projects \$2,901.27			41	\$2,001.27
Methods of Cyanide Analysis for Process and Environmental Purposes (2-Day Course)			20	NA \$600

Course Notes and Audio-visual

Notes and AV rental are budgeted on the basis of anticipated direct expenses.

Cancellation Policy

Courses that do not have 20 registrants as of the official registration deadline are subject to cancellation.

How Courses are Selected

SME has a limit of six , on the number of short courses presented at any given time. Every course proposal submitted is considered. Course proposals for the SME Annual Meeting are due by May 31 of the year prior to the meeting. Proposals for other meetings or independents are considered on a course-by-course basis. The SME Board of Directors selects courses for presentation based on the continuing education needs of the membership and financial ramifications.

SME Short Course Note Series

SME is interested in publishing the notes used in its short courses for general distribution for the following reasons:

- The dissemination of technology is the primary goal of the SME.
- These publications enhance the demand for repeating the course.
- Publication and dissemination of notes has appeal to many short course instructors.

The Course Note Series is not a peer-reviewed publication and includes the following requirements:

- The notes must have continuity. Reproduction of slides with short notation will not be considered. Ideally, the best notes will parallel a typical instruction manual.
- Use of logos, trademarks, etc., is not permitted.
- A statement of right to use for all materials published is required of all authors.
- The Series will be designed to be reproduced inexpensively and quickly.

Any instructors interested producing a title for the Short Course Note Series should contact Tara Davis regarding approvals, deadlines and reproduction requirements.

PLEASE PROVIDE THE FOLLOWING INFORMATION

- 1. Name of Course as you wish it to appear in all advance publicity**
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- 2. Course description/overview. Please be specific. Your description should quickly and simply identify why this course is of value and should answer the following questions; course objective, for whom the course is designed, types of background registrant should have to successfully participate in the course, any special requirements or supplies needed.**

- 3. Course content by day. Include specific subject matter to be covered each course day.**

7. Additional Comments

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