

Thinking of organising a workshop...?

Some flexibility of organisation is possible, of course, but the following is our recommended order of procedure.

1 Decide how many people you wish to attract and find suitable accommodation and catering, with costing.

2 Since your workshop should, if at all possible, be self-financing, or, better, make a profit, decide what the cost to participants will be.

3 Decide about publicity. A full- or half-page feature for *Cahiers AFLS* will be welcome, and I can forward information to other publications.

4. I can supply AFLS headed paper for correspondence, and posters and brochures advertising AFLS.

5 It is best to open a local bank account in the name of AFLS, cheques to be made out to AFLS. Try your own bank, or that of the institution where you work. Failing that, you can forward cheques direct to our Treasurer.

6 AFLS can supply a float of up to £200 for the initial publicity.

7 Where appropriate, it is usual for speakers' expenses to be refunded.

8 Please write up the accounts itemizing expenditure and income.

9 Please send me a copy of your accounts, and a report of the workshop for publication in *Cahiers*.

10 Please keep me informed of progress, as I tend to be rung and asked details.

Very many thanks for all your efforts.

Annie Rouxville
Workshops Coordinator
Department of French
University of Sheffield
SHEFFIELD
S10 2TN
Phone: 0114 276 85 55 x 4888
Fax: 0114 273 98 26
e-mail: a.rouxville@sheffield.ac.uk