

Gulf Coast Repository (GCR) Workshops - Timeline Checklist



Failure to meet these deadlines may impact our ability to provide some services. Please communicate with us as early as possible about your needs to ensure the best possible outcome.

For a detailed overview of workshop planning, please see our [Information for Pls](#) document.

Pre-proposal/Proposal Submission (as early as possible)

- Contact the GCR about scheduling and instrument/facility availability

At least 6 months prior to event

- Schedule dates with GCR
 - Laboratories/Instrumentation
 - Conference Rooms
 - Conference Services
- Make your reservation for a hotel room block
- Initiate your lunch catering reservations

At least 2 months prior to event

- Submit [supply checklist](#) form to the GCR
- Make your rental vehicles reservations
- Make your flight arrangements

At least 1 month prior to event

- Provide your [agenda](#) to GCR; includes details of dates/times for technical and curatorial support
- Send a list of all core sections/samples to be used during the workshop to the GCR
- Complete online safety training courses
- Submit a list of all [instructor/participant names](#) with institutions, dietary needs, etc. to the GCR

At least 1 week prior to event

- Submit a request on [SDRM](#) for instrument use and/or sampling
- Provide your preferred room layout for the large conference room
- Complete radiation producing device training and submit certificates to GCR (if needed)