

GUIDELINES FOR PREPARATION AND WRITING
A FIELD FORUM PROPOSAL

The key to an efficient and prompt review of any proposal is that the proposal contains all of the information needed by the Committee on Field Forums to make a decision. Each proposal submitted to the Society must contain the following information, outlined in the format set forth below. Proposals should be sent to the Executive Director of the Society with a simple cover letter signed by all leaders.

Proposals need not be elaborate, but must contain enough information to be understandable to members of the Field Forum Committee. ***Proposals should be no more than 5 pages in length, excluding the two page Curriculum Vitae for each leader and letters indicating willingness to participate.*** Of the five Committee members, only one or two, if that, are apt to be close to your field. Please beware of unnecessary jargon. Define (as with short parenthetical expression) any unusual terms.

Proposal Outline

1. ***A short expression of the subject, by title.*** Normally, this title would be the same one that is used on announcements, publicity, and in any correspondence regarding the conference, even before it is approved.
2. ***A description of the subject.*** What is the field forum all about? What is the objective of the field forum?
3. ***A statement explaining the significance of the topic and how a field forum will help stimulate and enhance research and advance science.*** What new ideas, unresolved controversy, or potential future significant advances pertaining to the subject justify the need for a field forum?
4. ***List of several key participants needed for a successful trip, their field of interest, and the reason for their involvement (e.g. needed for discussion of critical outcrops, because they hold opposing views, noted authority on subject, have worked extensively in area, etc.), with an indication of their willingness and ability to participate.*** This indication normally would be in the form of letters to the leader from the key speakers. Documented phone calls are less satisfactory. This item is particularly critical in the review of the proposal and **must** be included because the success of a field forum is largely a function of who participates.

5. ***A preliminary outline of the itinerary.*** For each day, provide a preliminary plan outlining where the trip will go, what the overall objectives are for the stops, how many stops are planned and the amount of travel time at beginning and end of day plus between stops (i.e. travel time versus time on outcrop).
6. ***Logistics.*** List the type of transportation (van, bus, horseback, etc.) and accommodations (hotel, camping, etc.). State what level of physical fitness is required; include amount of hiking, elevation, type of terrain, etc. Mention any special logistics or need for access permits.
7. ***A choice of preferred and alternate dates (or at least a preference for the time of the year) and reason for timing.*** In selecting the dates, consider the weather or other constraints such as hunting seasons, tides, vegetation, etc. Be sure to allow enough time, normally no less than one year, for processing the proposal and advertising the Field Forum. Indicate options for poor weather. Check the monthly calendar of events that appear in *GSA Today* and *Geotimes* for possible conflicts. A schedule of future approved and recommended Field Forums will be provided prospective leaders with these guidelines.
8. ***Anticipated number of participants.*** If the anticipated number is above 40 or below 20, an explanation and justification should be included.
9. ***A description of the nature and logistics of any in house conferencing that is a suggested part of the field forum.*** How and when will the in house conferencing fit into the Field Forum? Generally, how long will it be, and where and when will it occur? What is the purpose of the in house conferencing and how does it further the objectives of the Field Forum? What form of space will be needed? Do you know if such space is available?
10. ***A statement on any international participants who might be considered and the source and amount of anticipated financial support for their participation.*** Although international participation is strongly encouraged, in many cases the expense of overseas travel is prohibitive. Potential outside sources of funding for partially defraying the expenses of selected foreign participants should be identified, but no official contact with the source should be made until after the proposal has been approved.
11. ***A statement indicating the willingness of the leaders to abide by the Field Forum General Rules and Guidelines and their intent, or lack thereof, to ask the Executive Director to contact a professional field trip coordinator or to work through GSA Headquarters.*** Leaders who do not opt for the

services of a field trip coordinator are reminded that they **MUST ACCEPT FULL FISCAL RESPONSIBILITY** for the Field Forum. In planning their budget, they should be aware that the registration fee for a field forum normally includes all costs.

12. ***Identification of co-sponsors, if any, and their roles in the field forum.*** If the co-sponsor has guidelines, and if they are available, a copy should be submitted with the proposal (not part of page limit). It is the responsibility of the leaders to check those guidelines for compatibility with the GSA rules and guidelines.
13. ***List those field trips or meetings that the proposer has been associated with organizing or convening. Curriculum vitae for each of the leaders (2 page maximum), including telephone numbers, a list of relevant publications, and experience that qualify each for leading the proposed field trip.***
14. Indicate any plans for publishing the guidebook. A guidebook is required for each trip and is the sole responsibility of the leaders. Although no formal publication is expected, the leaders have the option of publishing the guidebook, with the first right of refusal of this publication to be given to GSA. Once a Field Forum is approved, leaders may submit a proposal to include the guidebook in GSA's field guide series

Proposers are reminded that complete and adequate proposals are essential to speedy approval. A year or more is generally needed between submission date and Field Forum date; thus, inadequate proposals may result in the loss of the hoped-for date. ***Electronic submission is preferred.***

* * * * *

FIELD FORUMS GENERAL RULES AND GUIDELINES

May 8, 2002

Purpose

Field Forums were established by the Geological Society of America in 1998 as an important effort in its promotion of the earth sciences. Field Forums provide the opportunity for exchange of current knowledge and exciting ideas well expressed by the geology of a specific area. The intent of Field Forums is to stimulate and enhance individual and collaborative research and to accelerate the advance of the science by interactions in the field. Field Forums are designed to encourage open and frank discussion of ideas in an informal field atmosphere.

Field Forums are modeled after Penrose Conferences, with a combination of invited and interested attendees, but with a format similar to GSA Annual Meeting field trips. Field Forums are run independently of any meeting or conference. The Field Forums should bring together a critical mass of active scientists from the Society, the national and international science communities, and students, to focus on a scientific problem best explored in a field setting. The participants do not seek simply to resolve controversies directly related to the field site; their objectives are to provide stimulus and excitement for investigation of the scientific problem, to air new ideas and develop new associations, and to provoke new research on important questions.

Subject

Field Forums have a specific thematic focus, similar to Penrose Conferences, but may be more geographically oriented. Content will be guided by a small group of leaders with logistical responsibility. Ideal subjects for Field Forums are those earth science topics for which recent work suggests a potential for further significant advances in the near future. Each Field Forum subject should be under current investigation and active discussion by able researchers in the field. Topics should be broad enough so that a range of specialists can discuss them from several points of view, but not so broad that a lack of communication can develop. A Field Forum should not duplicate the subject of a recent conference.

Conveners (Field Trip Leaders)

Field trip leaders should have technical competence and be knowledgeable about current activities in the field area to be visited. Responsibility for organizing a Field Forum should be shared by **at least two leaders**, one of which has actively worked in the area. At least one leader should be a member of GSA. In addition to scientific expertise, field trip leaders must have experience leading field trips in general

and with the logistics involved in leading a trip to this specific area. Both organizational and interpersonal skills are required to deal positively and effectively with potential logistical problems and the many personality types of the participants. Leaders need to be able to run a field trip where open discussion of different ideas and interpretations is fostered.

One leader must be capable of keeping the trip on schedule by controlling the length of time at stops to ensure that critical stops are not missed. This leader should keep the discussion focused on the topic and not let it be sidetracked by unrelated discussion and should be prepared to cut off discussion until later stops more appropriate for discussion. Another leader should be more flexible and should foster scientific discussions on the outcrop and be willing to allow interruptions and deviations to the established program. In general field trips work best where one leader is concentrating on the science and the other on the logistics. The leaders can switch roles during the field trip so that each can focus on the science related to specific stops.

A potentially effective mix of leaders would consist of an older, more established leader who has maintained an outstanding scientific reputation for many years and who is willing to become involved, and a younger, up-and-coming "hot-shot" leader who is established, but is just now making a significant impact in the field of study. Both leaders are responsible for seeing that the entire group has arrived at the outcrop before explanations are given or discussions start. It is the responsibility of the participants to promptly go to the outcrop and return to the vehicles and to keep up a reasonable pace.

Size, Time

It is essential that the Field Forums be informal. Groups should be small enough that all participants can examine the outcrops and be involved in the discussion, and large enough to provide diversity and depth. Size of the group will usually be dictated by the logistics related to the specific trip. As an empirical rule, the maximum number for success is about 40 and the minimum number required to convene a Field Forum is 20. Larger or smaller numbers of participants will require the full approval of the Field Forum Committee.

Field Forums should typically be 5 or more days. Participants are expected to attend the entire field trip. In house conferencing may be a minor component (<20%) of the Field Forum.

A period of approximately nine to twelve months between the submission of a proposal and the date of the Field Forum is to be expected. In no case should there be less than six months between the time of the formal announcement and the Field Forum

dates. Announcements appear in *GSA Today*, *Geotimes*, *Episodes*, *AAPG Explorer*, *Eos*, and other scientific publications and newsletters.

Care should be taken to avoid scheduling Field Forums at the same time as other scientific meetings, especially other GSA meetings, including Penrose Conferences and other Field Forums. Leaders should check the calendar of events in *Geotimes* before proposing a date. A schedule of future approved and recommended Field Forums will be provided prospective leaders with these general guidelines.

Location

Field Forums can be held in any area and at any time of the year. The key factors to consider are weather, visibility, and accessibility. An individual Field Forum is not restricted to a single location, although the costs associated with multiple sites versus the scientific benefit must be weighed carefully. Field Forums may be international in scope. The timing and location of Field Forums is not tied to that of the GSA Annual Meeting, Section Meetings, or Penrose Conferences.

No restrictions about holding Field Forums anywhere in the world are made, although logistics, costs, and other problems dictate caution in organizing Field Forums outside North America. Such Field Forums may add an important dimension to the Field Forum program. If considering a location outside of the United States, leaders should contact the GSA International Division or the GSA International Secretary to discuss local customs and protocol for a foreign venue. For a Field Forum convened outside of North America, the cost of foreign liability insurance **MUST** be included in the budget. Leaders might consider discussing an endorsement to GSA's policy with GSA's Controller during regular business hours at (303) 357-1000.

Participation

Anyone interested in attending a specific Field Forum is encouraged to contact the leaders. An invitation is not required for application to participate; however, leaders initially should invite a few key participants to insure the success of the Field Forum. These invited participants should be other people who have worked in the area or on similar problems, who hold opposing views, or who are necessary for leading the discussion at critical outcrops.

Aside from these invitations issued in the early planning stages of a Field Forum, the rest of the participants will be selected by the organizers from applications received in response to an announcement of the Field Forums in *GSA Today* and other scientific publications. The leaders should use indications of interest from those actively working in the field to complete the list of participants. A significant number of participants must be

GSA members; however, participation is not restricted to members only. GSA members will receive preference when there is a choice between equally qualified persons.

The final decision on participation will be made by the leaders, whose decision shall not be subject to appeal. Acceptances for participation are not transferable.

All participants are expected to stay at the arranged accommodations for the Field Forum. Spouses, families, and others who are not registered participants are requested not to attend and are not allowed to participate in any activities.

All participants are expected to attend the entire Field Forum, and all must pay the full registration fee. Exceptions may be made only for invited key participants whose attendance is deemed essential by the leaders.

Participants have the ethical obligation of not using, in any way, any original, unpublished information presented by the leaders or that may be revealed in discussion by other participants.

Student Participants

Participation by graduate students (usually 20%) is encouraged by providing incentives such as reduced registration fees. In general, students will pay half fees and will provide assistance on the field trips. The cost of supporting graduate student participation **MUST** be included in each budget. Leaders should apply for funds for student support from the Field Forum Fund through the GSA Foundation. Corporations should be encouraged to pay a special rate for participation of employees to help cover partial costs of student participation.

Guidebook

A guidebook will be written for each trip and is the sole responsibility of the leaders. No formal publication is expected, but the leaders may submit a proposal to include the guidebook in GSA's field guide series.

Sponsorship

The Geological Society of America is the principal sponsor of the Field Forums; however, other societies, organizations, and institutions are welcome as co-sponsors and may share in the costs. Leaders must identify sponsors in their proposals, and the Committee on Field Forums reserves the right to approve co-sponsors at the time the proposals are being considered. Recognition is given to co-sponsors in the Field Forum announcements, as well as during the Field Forum. Sponsorship by GSA requires that these rules and guidelines **MUST** be followed completely. If the co-sponsor has guidelines, and if they are available, a copy should be submitted with the proposal. It is

the responsibility of the leaders to check those guidelines for compatibility with the GSA rules and guidelines.

Financing and Logistical Support

The Field Forum must be self-supporting. The Society accepts no fiscal responsibility for a Field Forum. Leaders must prudently budget their Field Forum funds in such a way as to break even.

The field trip leaders have complete responsibility for the planning, logistics and finances, unless they work with a professional field trip coordinator. GSA provides the following benefits: insurance, publicity, registration, accounting and surveying of registrants. GSA will provide administrative support through the early stages of the procedures. Leaders have three options for arranging the field trip logistics: 1) They may work with a professional field trip coordinator, who will make all arrangements for the trip and handle the accounting and registration. They will charge a flat fee per participant; a minimal charge for GSA staff time (a few dollars per participant) is also included. Although the more expensive option, the professional field trip coordinator assumes all fiscal responsibility and deals with all the headaches of arranging the logistics. 2) Leaders may choose to work through GSA Headquarter's staff who will arrange the trip using information supplied by the leaders. The cost of overhead for GSA will be included in the total budget. 3) The field trip leaders may handle all logistics themselves. Note that in the last two cases the leaders are fiscally responsible. Regardless of the options selected, leaders should not officially and formally negotiate logistical arrangements with anyone before a proposal has been approved by the Committee on Field Forums.

If a professional field trip coordinator or GSA staff is used, leaders are expected to furnish them with their anticipated expenses, i.e., personal, institutional, or miscellaneous. These will be included in the Field Forum budget. Only those expenses included in this budget may be paid from Field Forum funds. If surplus funds are generated, they must be deposited in the Field Forum Fund of the GSA Foundation where they will be available for future student support.

Registration fees for up to three leaders may be included in the Field Forum budget. Whenever possible, leaders should obtain institutional or other support for their individual travel expenses. When this support is not available, up to \$2,000 maximum may be built into the Field Forum budget to defray the cost of their travel. Receipts are required for the expenditures.

Honoraria will not be paid to any participant or leader.

No part of the budget is used to purchase beer or alcoholic beverages.

At the conclusion of a Field Forum, a written financial report must be submitted to the Executive Director. If the services of a professional field trip coordinator are utilized, it is the responsibility of the meeting coordinator to prepare and transmit the report.

Foundations and private industry may be solicited for donations to partially cover field costs, particularly for expensive trips, with prior approval of the Executive Director of GSA. All contributions from USA private or corporate sources for the support of Field Forums should be made to the GSA Foundation, P.O. Box 9140, Boulder, CO 80301, and be earmarked for a specific Field Forum. Contributions from the National Science Foundation or other governmental agencies need not be made through the Foundation.

For more information, please contact Mrs. Donna L. Russell, GSA Foundation Secretary-Treasurer, at the above address or by calling (303) 357-1054, or email, drussell@geosociety.org.

Initiation of a Proposal

Anyone interested in convening a Field Forum may submit a proposal, but **at least one of the leaders must be a member of the Geological Society of America**. Guidelines for the preparation of a proposal accompany these general guidelines.

It is important to remember that a list of key participants and their willingness to attend the Field Forum, as well as an itinerary, are essential parts of a Field Forum proposal and **MUST** be included with the proposal when it is submitted to the Executive Director.

Additional information not included in this document may be obtained by writing or calling:

Executive Director
The Geological Society of America
3300 Penrose Place, P.O. Box 9140 Boulder, CO 80301
(303) 357-1000

Proposals for Field Forums should be sent to the Executive Director at the same address.

The Committee on Field Forums reviews the proposals as they are received. In the acceptance of a proposal, the Committee may offer advice, which in some cases may be a condition of acceptance. If it is, the Committee chair will address an advisory letter to the

leaders calling their attention to matters that seem likely to pose problems and that must be resolved if the Field Forum is to be successful. **The Committee on Field Forums reserves full authority for final approval.**

Field Trip Coordinator

Leaders may use the services of a professional field trip coordinator to assist in all areas of nonprogram planning and execution. If utilized, the field trip coordinator assumes responsibility for all financial matters relating to the Field Forum. The field trip coordinator also is responsible for making arrangements and negotiating costs for food, lodging, transportation, and any in house conferencing space and projection facilities and for handling other administrative chores as they arise. Leaders who anticipate utilizing the services of a professional field trip coordinator are recommended not to contact facilities as this may influence the ability of the field trip coordinator to negotiate prices.

Itinerary

Care must be taken not to overload the field trip with too many stops and to allow sufficient time for free discussion by all participants. Stops should be selected with care to provide the best exposures to aid the discussion of the scientific problems or to demonstrate critical relationships. The quality and appropriateness of the outcrops and minimizing travel distance must be considered when planning the trip. Outcrops must be visible and accessible to all participants, which may dictate the size of the proposed trip. In some cases, cost and travel time could be reduced by starting and ending the field trip in different locations.

Field Forum Reports and Publicity

Pre-Field Forum Announcement

As soon as the leaders have been informed by the Executive Director that their Field Forum has been approved, they must prepare an announcement for publication in appropriate scientific journals.

If a professional field trip coordinator is retained, the announcement should be sent to that person for editing and subsequent forwarding to the Executive Director and the editors of other scientific journals.

If a professional field trip coordinator is not being used, the announcement should be sent to the Executive Director for editing and subsequent publication in scientific journals and newsletters.

Leaders are encouraged to write a press release before their Field Forum to be released by GSA to the local and national press prior to their Field Forum.

As soon as a preliminary itinerary is available, this should be submitted to the Executive Director for posting on the Field Forum World Wide Web page.

Progress Reports

During the planning stages of the Field Forums, the field trip coordinator (or field trip leader if no coordinator is used) will make periodic progress reports to the Committee on Field Forums. Reports should be to the Committee chair by e-mail or telephone.

Post-Field Forum News Articles

As soon as the Field Forum has been completed, the leaders are required to send to the Executive Director a brief evaluation of the administrative and logistical aspects of the Field Forum based on comments by the participants and the experience of the leaders, as well as suggestions for the improvement of the Field Forum format as a whole.

Within three months after the Field Forum, the leaders are required to send a general article to the Executive Director for publication in *GSA Today* covering the most interesting scientific and technical aspects of the Field Forum.

This article should report the main trends of thought and discussions that prevailed at the Field Forum. It should not include specific data or concepts for which individual participants expect to receive priority through the publication of their papers in journals of their choice. In balancing the opposing needs to inform and to preserve priority, the leaders must perform this task with responsibility and delicacy.

The leaders have the option of preparing similar articles for submission to other journals, but only after a letter of acceptance to publish the initial article has been received from the editor of *GSA Today*.

The editor may send the article for review; some articles may require revision as a result.

Suggested guidelines for the preparation of the article are:

1. Tell where and when the Field Forum was held, what the objective was and whether it was achieved, and what happened at the Field Forum.

2. Avoid discussion of the weather, food, accommodations, and the like.
3. Include an itinerary and a list of the participants.
4. Articles must be brief and concise. In no case should they exceed six (6) double-spaced, type-written manuscript pages.
5. Articles may be written in individual style and should avoid formality.

Field Forum Guidebooks

The leaders of each Field Forum have the option, if they desire, to publish the guidebook, with the first right of refusal of this publication to be given to GSA. Once a Field Forum is approved, leaders may submit a proposal to include the guidebook in GSA's field guide series. If the leaders plan to publish from the inception, it should be so stated in the proposal.

Post- Field Forum Symposia

It is anticipated that symposia or other sessions at GSA meetings or elsewhere may develop from some Field Forums. These should consist of a related series of formal papers, each reflecting the author's own ideas, rather than a synthesis of what was presented at the Field Forum.

Post-Field Forum Discussions

The Society hopes and expects that all participants will freely discuss with their colleagues the significant results of their participation. The intent is that the Field Forums shall promote the generation of new concepts and nurture new research efforts in all phases of the earth sciences.

Adherence to Guidelines

These guidelines, formulated by the Annual Program Committee (acting as first Committee on Field Forums) and approved by the Council, provide rules based on experience gained from past conferences and field trips. Changes and improvements will be incorporated as experience dictates. Once approval of a proposal has been given by the Society, the leaders are fully responsible for the Field Forums in accordance with the guidelines; and their acceptance implies agreement to abide by them.

Policies Relative to Changes after a Proposal has been Approved

The following policies relate to changes in Field Forums that have already received formal approval:

1. If one of the main leaders withdraws during the formative stages of an approved Field Forum, the question **MUST** be referred back to the Committee on Field Forums for approval of the substitute convener.
2. An itinerary that has been significantly altered **AFTER** the approval of a proposal **MUST** be referred back to the Committee on Field Forums for reconsideration and approval.

In cases of flagrant violation of the guidelines, the Executive Director is empowered to take appropriate action, including postponement or cancellation of the Field Forum.

SUGGESTIONS TO LEADERS

1. Determine how you intend to handle the logistics and finances. Leaders have complete responsibility for the planning, logistics and finances, unless they work with a professional field trip coordinator or use the GSA Headquarter's staff.

In most cases, the easiest option is to use a professional field trip coordinator, if available, who will take over all responsibilities for arranging and negotiating costs for transportation, food, lodging, in house conference space and projection facilities and will handle all other logistical arrangements as well as accounting and registration. The field trip coordinator will be fiscally responsible. This option allows the leaders to concentrate on the planning of the stops and scientific content. If a professional field trip coordinator is used, leaders should understand the duties and prerogatives of the field trip coordinator and should stay in close communication during the setting up of the Field Forum.

The second option, of using GSA Headquarter's staff, removes the logistical aspects of making arrangements and negotiating costs, but does not remove the financial responsibilities of running the Field Forum or the involvement in logistical planning. The staff member will need specific instructions from the leaders with regards to the arrangements to be made.

In some cases, it will be more practical, because of the nature of the field trip, to handle all arrangements on your own. If so, you are fiscally responsible and care must be taken to break even.

GSA provides the following benefits: insurance, publicity, registration, accounting and surveying of registrants, with the exception of the first option where the professional field trip coordinator handles accounting and registration. GSA will provide administrative support through the early stages of the procedures.

2. The selection of participants is critical to any Field Forum and to a significant degree predetermines its chances for success. Strive for a balance between researchers actively working in the area, working on similar problems, with opposing views, and with expertise that may yield new insights into the problems to be addressed. Leaders should contact their key participants well in advance of the Field Forum. It is important to get commitments from these people as early as possible. Letters to participants should explicitly state that acceptance of the invitation signifies an intent to stay through the entire meeting. Multinational participation should enhance some Field Forums and is essential for others.
3. Determine the size of the group keeping in mind that Field Forums be must be informal. Size of the group will usually be dictated by the logistics related to the

4. specific trip. Groups should be small enough that all participants can examine the outcrops and be involved in the discussion, and large enough to provide diversity and depth. Remember the purpose of the Field Forum is to foster future research and development of new ideas, not just to show the results of your own work. The maximum number of participants for most successful field trips is about 40, and the minimum number required to convene a Field Forum is 20, although the size is flexible depending on logistics.
5. Carefully plan the length of the Field Forum, the location of the field trip, and the time of year. Generally Field Forums should be 5 or more days, but length is flexible depending on the subject and logistics. Participants are expected to attend the entire field trip. The key factors to consider in determining the timing for the field forum are weather, visibility (vegetation, tides, etc.), and accessibility (snow cover, hunting seasons, etc.). Some subjects are amenable to field trips in a number of areas, others are site specific. Select the best location for fulfilling the scientific objectives. If more than one geographic location seems warranted, the costs associated with multiple sites versus the scientific benefit must be weighed carefully. In some cases, cost and travel time could be reduced by starting and ending the field trip in different locations. Don't forget to consider the options in case of bad weather.
6. Decide on the type of guidebook you will produce. Guidebooks can range from professionally published volumes to informal, in house publications or guidebooks modified from previous field trips. The essential ingredients are an introduction to the scientific problem to be addressed, an overview of the geology of the area, an explanation for the rationale for the field location, clear stop descriptions, both a geologic and road map showing the location of the stops, and a bibliography. Guidebooks should be distributed to participants as they arrive.
7. Carefully plan the number of stops per day. Do not overload the field trip with too many stops. Cutting large numbers of stops while in the field is very unsatisfactory for the participants and can lead to missing critical exposures. Continuing after dark using headlights or flashlights is not acceptable. Food-service people do not appreciate unscheduled late arrivals, especially of large groups. Plan to start early in the day, so that participants can return from the field at a reasonable hour. Long days in the field leave participants tired for the next day's activities. Evenings are good times for informal discussion between participants. Minimize the travel time.

Allow sufficient time for discussion by all participants in the field. Stops should be selected with care to provide the best exposures to aid the discussion of the scientific problems or to demonstrate critical relationships. Consider the quality and appropriateness of the outcrops for the scientific objectives during trip planning.

Balance the need to see as much geology as possible with the need for discussion of ideas.

Outcrops must be visible and accessible to all participants, which may dictate the size of the proposed trip or physical requirements for participants. Small critical outcrops with large groups take special planning to insure all participants see the exposures in a reasonable amount of time. Leaders should wait until the entire group has arrived at the outcrop before explanations are given or general discussions start. Equally, it is the responsibility of the participants to go promptly to the outcrop and return to the vehicles and to keep up a reasonable pace. A statement to this effect can be included in the acceptance letter. A common failing of many field trips is that only a small number of participants hear what is said about the outcrops because the leader starts talking to the few with him the minute he reaches the outcrop and leaves as soon as the rest of the group arrives.

8. Determine the individual responsibilities of each leader. One leader must be responsible for keeping the trip on schedule. They should control the length of time at stops to ensure that critical stops are not missed. This leader should keep the discussion focused on the topic and not let it be sidetracked by unrelated discussion. They should be prepared to postpone discussion until later more appropriate stops. Another leader should be more flexible and should foster scientific discussions on the outcrop and be willing to allow interruptions and deviations to the established program. In general field trips work best where one leader is concentrating on the science and the other on the logistics. The leaders can switch roles during the field trip so that each can focus on the science related to specific stops.
9. In scheduling in house conference time, consider the purpose of the in house conferencing and optimum times to meet your objectives: pre-meeting to set the stage for later discussions, during the meeting to consolidate particular points already introduced, or post-meeting to wrap up the field discussions. In house conferencing should only be a minor component (<20%) of the Field Forum.

In general, some time should be scheduled in the beginning to give an overview of the subject, objectives, and geology of the field area and to state any ground rules for the Field Forum. This overview generally should not be attempted on the outcrop at the first stop or in the morning at the beginning of the trip. A short informal meeting the evening before the trip begins is generally better so that the participants have time to absorb the information and read the guidebook before going into the field. Time also should be allowed at the end of the trip to summarize the results of the meeting. The summary should acknowledge divergent as well as convergent opinions, and time should be allotted for some discussion. This time can sometimes be effectively handled in the field if conditions are appropriate.

10. Leaders should aggressively pursue opportunities for support of foreign travel from institutions other than GSA. Leaders should plan for the participation of graduate students who can contribute to and benefit from the Field Forum. Most are glad to assist with chores such as running errands, driving, etc., in exchange for a reduced registration fee.
11. The leaders should remind participants that material presented at a Field Forum is confidential unless published in a guidebook. Reference, quotation, or reproduction in any form is allowed only with the permission of the author.
12. All participants should be given a list of addresses of their fellow participants.