



## Organizer's Handbook 2026

### **Thank you for being a Telluride Science Organizer!**

We appreciate your commitment to Telluride Science and trust in us. Even if you have run a dozen Telluride Science meetings, please read this document carefully as some things may have changed.

### **Telluride Science Philosophy & Recommendations**

- Telluride Science is about pushing the frontiers of science, exploring new ideas, and building collaborations. Telluride Science co-founders, Stephen Berry and Peter Salamon, instituted a powerful workshop format to advance these goals:
- Create an atmosphere that allows participants to challenge ideas while maintaining a supportive and collaborative environment. Telluride Science is all about friendliness and inclusion.
- Keep the group size small. The average Telluride Science workshop has 21 participants, although they can be as small as 15 or as large as 30. In addition to rooms being less comfortable when groups go above 30 participants, it is harder and takes longer to achieve the same human dynamics and interpersonal relationships than with smaller workshops.
- Present unpublished research versus published work that other participants might already know well. The goal is to push the boundaries, think outside the box, create debate, and to generate new ideas and approaches.
- Allow ample time for discussion. Talks are normally scheduled for 30-60 minutes with substantial discussion during each talk. Interruptions are encouraged. The purpose of each talk is to stimulate conversation and the sharing of ideas.
- Encourage diversity. Telluride Science believes that diversity factors inherently create new perspectives, and this is a key ingredient of successful brainstorming and problem solving. Some of our most successful and vibrant workshops include participants from various scientific approaches (experimentalist/theorist/mathematician/engineer/doctor), nationality, career stage, and gender.
- Allow for substantial "free time" for participants to talk and think. Free time is a hallmark of Telluride Science workshops as often the best thinking comes during walks through the town or hikes in the mountains. Many organizers have found that an all-day meeting on the first day followed by half-day meetings the remaining days of the week is an effective workshop format.

- Tell your participants to interact with local members of the Telluride community and always be respectful. "You are an ambassador for Telluride Science." Part of the reason that Telluride Science has been successful has to do with the fact that Telluride itself is a very welcoming and friendly community. Scientists can come from any corner of the world, feel welcomed, let their guard down, and have the mental space to think deeply about their science.
- All participants are expected to stay for the entire duration of the workshop. A good workshop is a collaborative effort and complete participation is required.
- Organizers should encourage the participation of young scientists who can bring new ideas to the group. Telluride Science's young scientists are the future of the organization.
- As a way to help keep the workshop "fresh," organizers should consider turning over the workshop to a new group of organizers at the end of each meeting.
- Scientists are encouraged to consider bringing family or friends. Telluride offers a number of options for children's camps (including Telluride Academy, Ah Haa School for the Arts, and Pinhead Institute) and there are many activities for adults as well.

### **Points of Contact**

- Mark Kozak, CEO/Executive Director – workshop proposals and scheduling, workshop page edits
- Sara Friedberg, Operations Manager – registration, lodging, VISA invitation letters, scientist support, extra meals
- Cindy Fusting, CFO/Managing Director – workshop support (grants and sponsorships), meeting schedule

Please take whatever steps are necessary to ensure that Mark Kozak's, Cindy Fusting's, and Sara Friedberg's emails do not go in the junk folder or are rejected by your institution.

### **2026 Scheduling Anomalies**

#### **Workshop "week" (Saturday-Wednesday, June 13-17th) ahead of the Bluegrass Festival:**

Tuesday, June 16th, is the last night with discounted lodging before the Bluegrass Festival. We recommend that scientists reserve lodging at the Hampton Inn or the Holiday Inn Express in Montrose for Wednesday night. It is possible to stay for dinner on Wednesday in Telluride and take a shuttle to the hotel in Montrose after dinner.

#### **Workshop "week"(Tuesday-Saturday, June 23rd - 27th) following the Bluegrass Festival:**

Workshops start on Tuesday, June 23rd and run through Sat, June 27th. Discounted lodging pricing starts on Monday, June 23rd.

**Week of July 4th:** Telluride Science is not operating during the week of July 4th.

#### **Workshop "week" (Sunday-Thursday, September 13-17th) ahead of the Blues & Brews**

**Festival:** Wednesday, September 16th, is the last night with discounted lodging before the Bluegrass Festival. We recommend that scientists reserve lodging at the Hampton Inn or the Holiday Inn Express in Montrose for Wednesday night. It is possible to stay for dinner on Wednesday in Telluride

and take a shuttle to the hotel in Montrose after dinner.

**Workshop “week”(Tuesday-Saturday, September 22rd - 26th) following the Blues & Brews**

**Festival:** Workshops start on Tuesday, September 22nd and run through Saturday, September 26th.

Discounted lodging pricing starts on Monday, September 21st.

## **Getting Started**

NOW: Review Your Workshop Description & All Information about your Meeting at

<http://www.telluridescience.org/meetings/future>

- Click on the name of your workshop on this future meeting page to review your meeting information
- Double check:
  1. The name of the workshop
  2. The organizers names & email addresses
  3. The dates of your meeting
  4. The purpose statement
  5. Registration cost
  6. If you are planning on having catered lunches (\$28/person/day), it needs to be included in your registration fee. Catered lunches cannot be added once the registration for your workshop opens.
  7. Telluride Science will only organize group dinners that are covered by the organizer or workshop sponsor.
- Send an email confirmation to Mark Kozak that you will be holding the meeting and that you have reviewed all of the information on the workshop page including the dates of the meeting.
- Email if any changes need to be made ([mark@telluridescience.org](mailto:mark@telluridescience.org))
- Formally invite your participants and use the communication as a “save the date.”

Include:

  1. Registration will open at the end of November 2025. We will send you a notice when registration opens along with important information that you can pass on to your invitees
  2. Name of meeting with link to the workshop page
  3. Organizers names & contact information
  4. Purpose statement of meeting
  5. Dates of meeting
  6. Approximate size of meeting
  7. A “commitment deadline” (so you can invite others in their stead if they cannot come & so you make your schedules on time).
  8. Logistical information about lodging, registration, invitation letters for VISA purposes, student scholarships, etc. to include with the invitation (coming soon).
  9. Telluride Science strongly encourages all participants to register and book lodging as early as possible. Booking immediately is always the best choice. Booking lodging early ensures that your participants have access to the best lodging options.

## **Check Registrations**

- Monitor who registers for your workshop by going to Telluride Science website at <http://www.telluridescience.org/meetings/current>, and clicking on the name of your workshop. Keep that URL bookmarked so you can go to it directly. This information is always up to date.
- If you do not get a response from an invitee, write them again. You will want to know if they

cannot come so that you can a) invite their post doc to come in their stead, or b) replace them with someone else. Telluride Science cannot extend early-bird pricing because someone was invited late in the game.

### **Uninvited Registrants**

- If someone registers who has not been invited, you can decide to include him or her if you wish. If you do not wish them to attend and do not want to un-invite them yourself, Mark Kozak can do it for you.
- If you think the un-invited scientist could be a good addition to the workshop, notify Mark Kozak and he will let the registrant know that they need to reach out to the organizers for a formal invite to remain registered.

### **Town Talk Speakers**

Telluride Science hosts weekly Town Talks throughout the summer on Tuesday nights. If you have a participant who knows how to communicate with the lay public, please nominate him or her as a Town Talk speaker. Contact Cindy Fusting. Do not contact the nominee. You may feel free to nominate yourself!

### **Mid-Year Responsibilities**

Know your own Early-Bird Deadline: Send Early-Bird Deadline Notifications to Your Invitees Twice

The early-bird pricing deadline for all meetings is January 31st, 2026. The goal is get participants to register as soon as possible in order for them to secure their preferred lodging. Lodging in Telluride becomes increasingly competitive every year.

- Inform your participants one month before the early-bird deadline of the approaching early-bird registration deadline
- Again, inform your participants one week before the early bird deadline
- Telluride Science cannot honor any requests for early-bird pricing extensions, so invite your participants early and often

### **Meeting Schedules & Samples**

**Your draft schedule is due one month prior to the start date.** We need this for scheduling staff. **Your final schedule is due one week prior to the start date.** If you need to change your schedule during the workshop to take advantage of good weather for hiking, please speak with Sara, Cindy, or Mark first.

### **[DOWNLOAD SAMPLE WORKSHOP SCHEDULE](#)**

The draft will be posted on our website.

### **Scheduling Parameters**

- Morning meeting start times can be 8:00 am, 8:15am, 8:30 am, 8:45 am, or 9:00 am, however these start times are on a first-come, first-serve basis. The organizers who get their schedules in first have the greatest choice of start times. You may be assigned a start time. Start times should be consistent throughout the week.
- Schedule breakfast 30-minutes prior to your meeting start time only. Telluride Science offers breakfast from 7:30 am to 9:00 am on the mornings of workshops.
- Picnics are now held Wednesday evenings from 5:30 pm to 8:00 pm at the Telluride Intermediate School, under the tent, during June and July. The picnics are held at the Telluride Science &

Innovation Center during the other times of year.

- Town Talks are held Tuesday nights from 6:30 pm to 7:30 pm (cash bar starts at 6:00 pm) throughout the summer at the Telluride Conference Center in Mountain Village. It is roughly a 35 minute commute from the Intermediate School to the Conference Center.
- Schedule frequent coffee breaks.
- Many organizers like to schedule group hikes. Telluride Science staff can assist with suggested trails and meeting places.
- All five-day-meetings must end by noon on the last day.
- You may schedule evening meeting sessions on most days, but subject to approval, so that an evening session does not conflict with the picnic or the Town Talk.

**Important Information to be Included on Your Schedule:**

- The name of your meeting
- The names of organizers
- The dates of your meeting
- Telluride Science Hosts: Mark Kozak, 970-708-4426
- The meeting address:

1st Location: Telluride Science & Innovation Center, 300 S Townsend St, Telluride, CO 81435

2nd Location: Telluride Intermediate School, 721 W Colorado Ave, Telluride, CO 81435.

- The Picnic address: under the tent outside of the Telluride Intermediate School located at 721 W Colorado Ave, Telluride.
- The Town Talk address: Conference Center in Mountain Village from 6:30 pm to 7:30 pm (cash bar starts at 6:00 pm). It is roughly a 35-minute commute from the Intermediate School to the Conference Center.
- Include "Breakfast at Telluride Science meeting site" on mornings you are meeting, and schedule them 30-minutes before your session starts.

Send your "Final Meeting Schedule" to Telluride Science no later than one month before the start date of your meeting

- This is critically important for your participants and staff.
- Telluride Science can remain flexible once your meeting starts in Telluride. You must however inform Telluride Science about any scheduling change 24 hours in advance. Otherwise, we may not have enough breakfast or staff for your group.

**Group Meals**

- Telluride Science can support restaurant group dinners that will be paid for by the organizers or workshop sponsor. Telluride Science will make the reservation and pay the restaurant on your behalf and either send you a bill or charge your credit card for the group meal (let us know which you prefer). Telluride Science will add a 3% administration fee to process payment.
- As an alternative to a restaurant dinner, Telluride Science can provide a group pizza and salad dinner with alcoholic beverages under the tent for \$45/person. Participants stated that it was not only more affordable but they preferred it to the often noisy restaurant setting.
- Onsite catered lunches are available for an additional cost of \$28 per lunch per person. The cost of lunches must be added to the meeting registration fee and paid for at the time of registration. Telluride Science's lunch caterer can adjust the lunch menu to accommodate dietary restrictions. If a lunch is added after the registration opens, the cost must be covered by the organizer and it must be added to the schedule before the start of the workshop.

### **Meeting Sponsorships**

- Telluride Science encourages organizers to solicit meeting support to reduce the financial cost for their participants. Supporting organizations can include academic institutions, government agencies/laboratories, foundations, and/or corporate sponsors.
- Telluride Science is a 501c3 non-profit organization. Funds paid to Telluride Science for meeting support are tax deductible.
- Telluride Science applies an administration fee for managing meeting sponsorship funds. This fee covers the internal costs of invoicing sponsoring organizations, managing promotions, distributing funds, and credit card fees to Telluride Science (credit card companies charge Telluride Science at least 3% to process credit cards).
- Workshop Support Administrative Fees:  
Sponsorships up to \$10,000 will incur a 10% administrative fee.  
Sponsorships above \$10,000 that do not require grant administration support from Telluride Science will incur a flat fee of \$1,000.  
Regardless of scale, grants requiring substantial Telluride Science administration will incur the full 10% administrative fee.
- Summer Schools: 0% admin fee

Please contact Cindy Fusting, CFO/Managing Director, <cindy@telluridescience.org> for more information on meeting sponsorships.

### **Meeting Cancellation Policies**

- It is best to co-organize a workshop with another person or two because if one organizer cannot make the meeting, others can proceed as planned.
- For whatever reason, if you determine that you need to cancel or postpone your workshop, it must be done 10 months ahead of the workshop.

### **Hybrid Workshops**

When needed, Telluride Science employs state of the art hybrid technology to make virtual participation possible. However, Telluride Science does not believe that the full productivity and creative benefits of a Telluride Science workshop is possible via virtual participation, and does not encourage hybrid meetings. The organization primarily makes virtual participation possible to accommodate for sudden sickness and travel complications.