



GUIDELINES FOR WORKSHOPS

15th May 2021

Workshops are interactive working sessions. A workshop may be on a fundamental level that presumes little prior knowledge, or it may be more advanced for experienced participants to gain further knowledge or skills, or a new perspective.

Length: 75 minutes.

Planning your workshop

- Conference attendees who join your workshop will be expecting it to be an engaging, interactive working session on your topic.
- The detailed plan of the workshop should be organized by the presenter(s) so that it supports the content and facilitates participation of the attendees.
- Each workshop is allocated **75 minutes**. This includes the introduction of the facilitators and all activities related to the workshop, but it does not include the break time before or after the session. It is important that the workshop begins and concludes on schedule so that participants have adequate time in between sessions.
- There will be no way for workshop facilitators to contact participants ahead of time with pre-assignments. It may even be the case that many participants will join your session with little preparation other than reading the title of your workshop, so please plan accordingly.
- Remember - it is NOT a 75 minute one-way presentation, please focus on active learning (standard 8).

Technical Details

- Zoom platform will be used for all sessions. Please Join the Zoom link at least 5 minutes before the session begins. The session host (local organizer) will admit you in.
- If you have presentations, please share the screen from your own computer.
- Please be ready to start your workshop at the beginning of the allocated time. If no facilitators are present, the workshop will be cancelled. Additionally, if no facilitators are able to attend at the assigned time for whatever reason, please do your best to contact the conference organizers and let them know ahead of time.