



GUIDELINES FOR WORKSHOPS

May 31, 2023

Planning your workshop

The conference workshops should be engaging, interactive working sessions on your chosen topic.

There are workshops of different lengths at the conference. The standard format is 60 or 120 minutes, but a few workshops are 90 minutes, due to scheduling issues.

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. The workshop needs to begin and conclude on time so that participants have adequate time in between sessions.

The Extended Abstract for the workshop that you have submitted is available to download for participants from two weeks before the conference start.

Please prepare and bring with you all the materials you will need for the workshop.

Practical Details

Please find the room where your workshop will be held when you arrive at the conference venue so that you know where it is located. Arrive at your scheduled room at least 10 minutes before your session begins.

The venues designated for workshops are flat floor rooms with tables and chairs that are re-arrangeable. The rooms have a projector and a 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.