GUIDELINES FOR WORKSHOPS

5 May 2022

Planning your workshop

• Conference attendees who join your workshop will be expecting it to be an engaging, interactive working session on your chosen 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.

• A method for participants to sign up for your workshop will be available during the days of the conference, but not before. Because of this, 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.

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

• Remember - it is NOT a 75 minute one-way presentation, please focus on active learning (CDIO standard 8).

Technical 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 5 minutes before your session begins.

• The venues designated for workshops are standard rooms with tables and chairs that are re-arrangeable to facilitate active participation. 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.