

# GUIDELINES FOR WORKSHOPS

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## Planning your workshop

- Workshops are an interactive working session on a specific topic with activities that engage participants.
- The detailed format of the workshop can be planned by the presenter(s) so that it supports the content and facilitates the participants. For example, the workshop can include demonstrations, group work activities, or simulations.
- Each workshop is allocated 70 minutes. This includes the session chair's introduction of the speaker, and all the activities connected to the workshop. It is important that the workshop begins and concludes on schedule. Some workshops have been broken into two 70 minute sections, and are denoted in the conference program as Part 1 and Part 2.
- Please prepare to bring everything you need during your workshop with you to the conference. There are limited possibilities to produce presentation materials at the conference venue.

## Practicalities

- The default venue of a workshop is a standard class room equipped with a computer (Microsoft Windows 7 operating system, Microsoft Office 2013, Adobe Acrobat Reader, and VLC multimedia player) connected to a digital projector.
- If any special facilities or technical support is required, please contact the conference secretariat in advance by sending an email to [info@cdio.ca](mailto:info@cdio.ca).
- Have your presentation on a USB memory and remember to load it onto the computer in the room that your session will be held well in advance of the session – ideally during a coffee break or during lunch.
- Please be prepared to present your workshop at the allocated time.