



GUIDELINES AND SUGGESTIONS FOR PRESENTERS OF ACCEPTED CONFERENCE WORKSHOPS

DELIVERY FORMAT: All conference workshops will be delivered online via live streaming at a scheduled session in the program.

SPECIFICATIONS: Presenters of accepted workshops are asked to consider whether their workshop meets the following specifications to be in line with the hybrid format of the conference:

1. Be delivered online (support by a co-facilitator or an assistant is strongly encouraged)
2. Facilitate interaction and engagement of the participants
3. Train specific professional competencies

If your accepted workshop meets the above specifications **you don't need to take any further action.**

RESUBMISSION: Accepted workshops that **are not clearly meeting the above specifications should be withdrawn** from the submission system by March 1st 2021. If appropriate, it is possible to resubmit a revised version of your proposal as a paper or a poster presentation under the currently open [call of abstracts](#), by March 8th 2021.

USEFUL SUGGESTIONS

In preparing and running your online workshop you may want to consider the following:

1. **Adapt to online delivery:**
 - a. Start by thinking the educational objectives that what you want to accomplish by the end of the workshop.
 - b. If a specific topic is very sensitive and possible to trigger intense emotional reactions from participants, plan ahead on how to handle these remotely.
 - c. Make sure that there can be practical involvement of the participants in the workshop. Workshops should be regarded as opportunities to directly train specific professional competencies rather than to present research findings, discuss conceptual, philosophical, or methodological issues, or share opinions
 - d. Adapt the workshop activities so that they can be delivered in an online format. Some might need to be adjusted or replaced.
2. **Consider arranging for a co-facilitator or an assistant.** To help you with moderating the session, keeping time, managing technology, monitoring breakout discussions, taking questions and comments in the chat etc.

3. Prepare well ahead of time.

- a. Good preparation takes about 70% of the work for online workshops because detailed planning is necessary. During online workshops there is less room for improvisation, therefore a more detailed scheduling is necessary – including practical work, discussion points, etc.
 - b. **Get familiar with the online presentation platform** in advance and its features that can come very handy during the workshop (break-out rooms, whiteboard, built-in polls etc.).
 - c. Run a **test session** before the actual workshop to make sure that everything works as it should. (Further support from the organizers to presenters will be announced in due time)
 - d. **Upload handouts and materials** for activities on the platform
 - e. Organize **activities** for participants to complete in small groups or pairs or even individually.
 - f. **Prepare Icebreakers** that are very useful in creating a safe space.
 - g. Upload any additional **reading material** that you can refer the participants to access after the workshop. This frees more time for practical activities rather than theoretical
 - h. In service of being **more data and research aware**, consider briefly presenting research and data citations supporting your topic by including 1-2 slides in your presentation
4. Consider the following **presentation tips during the workshop**:
- a. Share a **PowerPoint presentation** with few bullet points on each slide to help participants follow the workshop more efficiently.
 - b. Apply **lively** presentation skills by modulating your voice, changing speech rhythm and using humour appropriately.
 - c. **Keep participants engaged** by presenting in an enthusiastic style. Consider introducing questions, dilemmas etc. and inviting participants to comment and share perspectives and experiences. You may want to pause every so often and invite questions and comments from the participants.