



GUIDELINES FOR WORKSHOPS

Update: 2016-03-23

Planning your workshop

- Workshop is 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, simulations, or roundtable discussions.
- 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.
- 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 are required, please contact the conference secretariat in advance by sending email info@cdio.fi
- Submit your presentation material (if any) by e-mail to info@cdio.fi in advance, no later than June 5, 2016. Please use the paper submission number followed by underscore and the last name of the first author of your paper the name of your presentation file, for example 123_Smith.pdf or 123_Smith.pptx. PDF format is recommended.
- Just in case, please, have your presentation on a USB memory and remember to take it with you to the right place at the right time.
- Please be prepared to present your workshop at the allocated time.