

11th IAWBH Conference – Bordeaux, France

Workshop Guidelines

Workshops

Description

Workshops are interactive sessions in which participants are able to interact in activities or take part in a demonstration of a technique or methodology. While they may include some delivery of content through lecture-style delivery, workshops should have a significant “hands-on” component. This may include, for example, brainstorming, facilitated discussions, reflecting on case studies, simulations or other activities. Workshops would typically be scheduled for no more than 2 hours*.

Information on proposals

The workshop facilitator(s) should prepare a workshop proposal which includes (see template for details):

- A workshop title
- A brief (100 word) biography of the facilitator(s)
- A rationale for conducting the workshop at the conference
- A description of expected outcomes for participants
- A description of the ways in which the workshop will be interactive (i.e. what type of activities will be used)
- An abstract (300-400 words) which outlines the topic of the workshop, why the topic is important, the contents to be included under the topic, what the participants will have the opportunity to learn, and a brief description of the activities that will be included.

Things to note

- Workshops should not be used to promote or sell particular products or services.
- Within the workshop, the advantages and disadvantages of techniques or approaches that are demonstrated should be considered within the session.
- In addition, consideration should be given to providing a wider context for the focal topic of the workshop (e.g. alternative or contrasting approaches)

Please note that even after having fully submitted your abstract, it is possible for you to modify it until the deadline (January 3rd, 2018).

*Timing is subject to the schedule of the conference, as arranged by the LOC and the IAWBH board. The actual time allowed for symposia or workshops may change at each conference, depending on the program. Accordingly, the time limits for these sessions need to be advised in the call for abstracts. It is anticipated that this information about the nature and requirements for symposia and workshops would form part of the call for abstracts.

11th IAWBH Conference – Bordeaux, France

Workshop Template

<ul style="list-style-type: none"> • The proposed title 			
Type here			
<ul style="list-style-type: none"> • A brief (100 word) biography of the facilitator(s) 			
Type here			
<ul style="list-style-type: none"> • Summary of the workshop objectives and activities (3-5 dot points) 			
Type here			
<ul style="list-style-type: none"> • A 300-400 word (maximum) description of the workshop for the Conference Abstract Booklet. This should outline the topic of the workshop, why the topic is important, the contents to be included under the topic, what the participants will have the opportunity to learn, and a brief description of the activities that will be included. • 			
Type here			
<ul style="list-style-type: none"> • A rationale for conducting the workshop at the conference (100 word maximum) 			
Type here			
<ul style="list-style-type: none"> • Names, titles and affiliations of the workshop facilitators 			
1. Title	Name	Affiliation	Email addresses
2.			
3.			
4.			
5.			
<ul style="list-style-type: none"> • Format of workshop (subdivide allotted time including a 30 minute break) including a description of the ways in which the workshop will be interactive, experiential and hands-on 			
Type here			
<ul style="list-style-type: none"> • Targeted attendees 			
Type here			
<ul style="list-style-type: none"> • Expected outcomes 			
Type here			
<ul style="list-style-type: none"> • Desired AV equipment (The need for any specialised equipment (anything beyond the supplied set-up may require separate funding) 			
Type here			

Handouts

Please note that the preparation and supply of any handouts and materials used in the workshop will be the responsibility of the presenters.

Costs

All costs to attend the conference, including the conference registration fee, must be met by the facilitators.