GUIDELINES FOR WORKSHOP PRESENTATIONS
April 27, 2018

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 can be organized by the presenter(s) so that it supports the content and facilitates participation of the attendees. To this end, the workshop may contain activities such as demonstrations, group work, or simulations.

- Each workshop is allocated either 70 minutes or 110 minutes, as designated by the reviewer of the extended abstracts. 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. The conference staff will have very little capability to provide materials that may be required for workshop activities.

Technical Details

- The venues designated for workshops are standard classrooms with tables and chairs that are easy to rearrange to facilitate active participation. The rooms are equipped with a computer (Microsoft Windows 10 operating system, Microsoft Office 2016, Adobe Acrobat Reader DC 2018, Windows Media Player) connected to a digital projector and audio system.

- If you have any special PC or file type requirements, it may be possible to prepare such support if you contact the organizers by email (cdio@kanazawa-it.ac.jp) well in advance. Please understand that it may be difficult to fulfill your request if it is made too late with respect to the start of the conference.

- Bring any electronic files for your presentation on a USB memory stick and remember to load them onto the computer in the room to which your workshop has been assigned well in advance of the session—ideally during the lunch recess.

- 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.