GUIDELINES FOR WORKSHOP

Planning your workshop

- The workshop is an interactive working session designed to engage participants with focus on a specific topic.

- The detailed format of the workshop session may be planned by the presenter(s) so that it supports the content and welcomes participation. For example, the workshop can include demonstrations, group work activities, simulation, or roundtable discussions.

- The allocated time includes the session chair’s introduction of the speaker, and all the activities connected to the workshop. Please plan your activity to fit the schedule.

- Due to the fact that there will be limited possibilities to produce presentation materials at the conference venue, prepare and bring everything you will need during your workshop.

Practicalities

- The venue for a workshop is a standard classroom. If any special facilities or technical support are required, please contact the conference committee.

- If you have a PPT presentation, please submit it in advance to KTH Box no later than advised date (see KTH SoTL website, intra.kth.se/sotl)

- Be prepared for eventualities by bringing your presentation saved on a USB memory stick.

- Be ready to run your workshop at the allocated time.

Venue

KTH Campus Valhallavägen.