GUIDELINES FOR WORKSHOPS

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

Planning your workshop

- A 60-minute slot is allocated to the workshop. The allocated time includes the session chair’s introduction of the speaker, a maximum of 10 minutes introduction, and all the activities connected to the workshop. Please plan your activity to fit the schedule.

- The format of the workshop session should 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, or simulations.

- If you would like to hand out material, please make sure everything is printed in advance, as there will be limited possibilities to produce presentation materials at the conference venue.

Practicalities

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

- If you have a PPT presentation, please bring it on a USB-stick and arrive at least 10 minutes in advance of the session that you are presenting in to upload your presentation to the venue PC.

Venue

KTH Campus Valhallavägen, Library Building