ISBER 2021 Annual Meeting & Exhibits

To assist in preparing an interactive workshop, the following template is provided. This format is not a requirement. It is available as a tool to provide one example of plans for an interactive presentation.

**Educational Workshop Template #1**

**Subject:**
(Short Description of the Workshop)

**Title:**
(Actual Workshop Title to be used on the Program)

**Developers:**
List all Speakers/Presenters and note (*) the lead developer(s) of the workshop content.

**GOALS:** Provide tangible learning goals and determine what would be applicable to a wide audience. (i.e., Attendees will learn how to....)

**Workshop Outline:**
- Introduction to Topic, Goals and Speakers
- Presentation of information
- Networking/small group activity
- Large group discussion
- Wrap-up

**Logistics**
- Date:
- Time:
- Location:
- Timeframe
Example of a Detailed Outline

• **Introduction to topic (10 minutes)** – (with PPT slides optional)
  - Introduce topic, speakers and goals for the workshop.

• **Speaker Presentations (1-2 speakers, 20-30 min)**
  - [15-20 min presentation] Short description of the section topic and goal
  - [7-min use case]: Short description of a use case.

• **Activity (5 min)**
  - Use the ISBER Interactive app for Survey Questions

• **Activity (20 min)**
  - Identify specific goal(s) give instructions. Ask the group to organize into small discussion groups (based on size of audience) and introduce themselves (name, institution, purpose for attending).
  - Challenges/benefits; Problems/solutions, etc.
  - Each groups assigns a note-taker to report to the larger group.
    - Allow discussion of the topic and goal(s)
    - Have workshop co-organizers sit in on group discussions to help facilitate talk

• **Group Discussion (30 min)**
  Engage group in brainstorming based on topic and feedback from the small group discussions.
  - [10-15 min] Report group answers
    - Small group notetakers report answers to group
    - Workshop organizer writes on Whitepad
  - [10-15 min] Brainstorm/Troubleshoot Solutions - Use small group discussion/questions to brainstorm solutions in the larger group
    - Collectively brainstorm answers/issues raised in the smaller groups

• **Wrap-up (5 min)**: Summarize Workshop topic and goal achieved.

Post-Workshop Follow-up

• Ensure that ISBER has the updated information to send to attendees.
• Publication Options
• Webinar