



WORKSHOP GUIDELINES

Workshop Session Times:

- Friday, 20 September, 10:30 a.m. – 12 p.m.
- Friday, 20 September, 1:30 p.m. – 3 p.m.
- Friday, 20 September, 3:30 p.m. – 5 p.m.
- Saturday, 21 September, 1:30 p.m. – 3 p.m.
- Sunday, 22 September, 1:30 p.m. – 3 p.m.
- Sunday, 22 September, 3:30 p.m. – 5 p.m.
- Monday, 23 September, 1:30 p.m. – 3 p.m.

It is our pleasure to welcome you as a speaker at the 21st Cochrane Colloquium! We kindly ask you to follow the instructions below to ensure your presentation goes smoothly.

Registration Information:

- All workshop facilitators must be registered for the Colloquium by **6 September** (colloquium.cochrane.org)
- See colloquium.cochrane.org/presenter-instructions or the program book for your assigned date, time and room number.

Information and Instructions:

- Workshops are **90 minutes in length**.
- Please bring a copy of your slides (only PPT format) on a USB memory stick to the Colloquium. *You are responsible for bringing a final electronic copy of your presentation with you.*
- You may visit the Speaker Ready Room (201A, Vienna) to upload your presentation slides at any point before your workshop if you wish.
- It is mandatory to disclose all funding sources or conflict(s) of interest to the audience prior to your presentation.
- Ensure your disclosure is stated on the **second slide of your presentation**.
- Use either of the following statements:
 - "I have no actual or potential conflict of interest in relation to this presentation"
 - "I have had a financial interest, arrangement, or affiliation with the following organization(s) that could be perceived as a direct/indirect conflict of interest in the context/content of the subject of this presentation"
- For those who have requested computer labs and special equipment in your abstract, these will be provided for you. *See schedule for workshop presenters to confirm all special equipment requested.*
- Bring all necessary materials and handouts for your workshop. *We cannot print handouts or additional materials.*

Note: Due to the high attendance at this year's Colloquium, **all workshops must accept at least 40 participants** if there is sufficient interest. You can track the number of individuals registered for your workshop (see details on page 2) to ensure that you have sufficient materials and handouts available.

Instructions for Presentation Day:

- Please arrive **AT LEAST 15 minutes before your workshop begins to upload or confirm your presentation**.
- There will be no moderator, so please go ahead and load your presentation onto the laptop if not already there.
- Please be sure to end on time.
- If you would like to conduct an evaluation of your workshop, please plan for this and bring materials as appropriate; we are not evaluating individual sessions as part of the formal Colloquium evaluations.

colloquium.cochrane.org/presenter-instructions



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Workshop and Meeting Signup and Tracking:

Sign-up for Colloquium meetings and workshops opens **on 29 July**.

To sign-up after 29 July please visit: colloquium.cochrane.org/signup

The following functions of the online system are reserved to you as a workshop or meeting organizer. Follow the instructions below:

The system allows you to:

- **view and export the list of participants** who have signed up for your workshop/meeting and those on the waiting list
- **email the participants** and/or waiting list candidates
- **start an online discussion** with participants
- **share documents with your participants** (e.g. an agenda or slides, via an online discussion by adding an attachment)
- **share documents with the public** by adding an attachment to your workshop or meeting.

To do any of the functions listed above:

- 1) **Log into your colloquium account**
- 2) Go directly to your workshops/meetings or access them through the menu 'My submissions'. You can complete all the items listed above (i.e., emailing participants, starting an online discussion) by accessing your workshops/meetings.
- 3) To share documents, go to the menu 'My submission' and click on the 'edit' link next to your workshop/meeting title.

Other important information:

- Participants can put themselves on a waiting list if your workshop/meeting is fully booked.
- If a participant of your workshop/meeting cancels his/her sign-up, the next person on the waiting list is automatically signed up for it, and notified via email.
- You will be notified by email if your workshop is fully booked.
- If participants sign up for a workshop/meeting they are unauthorized to attend because it is **restricted to a specific audience**, you can remove individual participants. *Please make sure to notify the people concerned or contact them beforehand.*
- If you want to **increase the maximum number of participants**, please contact workshops@cochrane.org or meetings@cochrane.org.

Please note: Increase in participant numbers is subject to availability of suitable rooms. If the maximum number of your workshop/meeting is increased, those wait listed are automatically signed up following the ranked order and notified via email.