GUIDELINES FOR PREPARATION OF WORKSHOPS

1. Detailed description of the topic theme including anticipated aims, a rationale of the workshop and anticipated activities by the participants.

2. List of key questions and issues for the Workshop to consider.

3. A precise description of the anticipated structure: how the time will be used in order to allow maximal participation of all workshop participants.

4. If possible, provide list of readings that the participants would benefit reading prior to attending the workshop.

5. List special requirements, for example software to be pre-installed if participants will use own computers.