

WECO: Fact sheet workshop or mini-symposium

Descriptions

1. Mini symposium. Program consists of lectures on a specific topic. About 50 to 100 participants.
2. Workshop. Highly interactive session on a specific topic. Participants are required to register in advance because only a limited number of them can participate (exact number to be determined by the chair of the workshop).

Language

1. Presentations and discussions in Dutch are allowed, unless non-Dutch speaking persons are present.

Responsibilities and tasks of the Chair of the workshop

1. Applies for a workshop (mentioning the maximum number of participants) or mini-symposium after receiving the letter with the invitation.
2. Submits the text for the announcement, and the email and postal addresses of the speakers to the representatives of the WECO (see Format Announcement Workshop).
3. Submits the text and abstracts for the reader to the representatives of the WECO (see Format Workshop text reader).
4. Instructs the individual speakers that they should inscribe for the congress but don't need to pay the congress fee if they attend only one day (day of presentation).
5. Verifies well in advance that speakers know where and when they have to be present.
6. Introduces the speakers and thanks the speakers with a small gift.
7. Coordinates the declaration of costs of the individual speakers. Per workshop or mini-symposium the total of costs should remain below a maximum of € 500. The specified declaration should be send to the representative of the WECO within 2 weeks after the congress. The specified declaration should encompass the names and bank accounts of everybody involved in the workshop.

Format Announcement workshop or symposium

1. Workshop or mini-symposium title.
2. Chair (s); names plus academic degrees.
3. Short summary: mention whether it concerns an interactive workshop (maximum number of participants allowed) or minisymposium, and present a short summary of max 10 lines (arial 11).

Format Workshop or symposium text reader

1. Workshop or mini-symposium title.
2. Chair(s); names plus academic degrees.
3. Interactive workshop (maximum number of participants) / mini-symposium.
4. Introduction of max 20 lines (arial 11).
5. In case of individual contributors;
 - a. Name 1 plus academic degrees – title presentation – short summary (max 10 lines).
 - b. Name 2 plus academic degrees – title presentation – short summary (max 10 lines).
 - c. Etc.