EMWA Professional Development Programme

**[Workshop title]**

**[Name of workshop leader(s)]**

**Checklist – What to do during and after the conference**

*[This checklist may be used by workshop leaders on the day of the workshop and after returning home]*

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| **Item** | **Notes** |  |
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| **Before the workshop** |  |  |
| 1. **Arrive at the room early** (at least 30 minutes before the workshop). |  | 🞎 |
| 1. **Arrange the room to suit your mode of presentation and exercise plan**. |  | 🞎 |
| 1. **Connect your laptop** to an electricity supply and the projector; ensure all is working properly. |  | 🞎 |
| 1. **Place handouts** on the tables in advance. |  | 🞎 |
| 1. **Decide when you will break for refreshments**. Check the refreshment timings in the conference programme. When announcing the break, tell people what time to be back and restart at the expected time. |  | 🞎 |
| 1. **Take a roll call** using the participant list provided by Head Office (do not rely on people signing in). Note anyone who arrives more than 30 minutes late or is absent for 30 minutes or more. |  | 🞎 |
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| **During the workshop** |  |  |
| 1. At the beginning, **outline the learning objectives, content to be covered and extent of interaction expected**. |  | 🞎 |
| 1. **Hand out the evaluation forms** before the end of the workshop. |  | 🞎 |
| 1. **Keep an eye on time** and don’t over-run at the end of the workshop (people may have flights to catch, etc.). |  | 🞎 |
| 1. At the end of the workshop, **give out the post-workshop assignment or tell participants that you will email it**. |  | 🞎 |
| 1. Briefly **explain what the assignment** involves and any key points that you will be looking for. |  | 🞎 |
| 1. Provide the **post-workshop assignment deadline** and tell participants you will provide feedback. |  | 🞎 |
| 1. Ask and encourage participants to fill in the **evaluation forms**. |  | 🞎 |
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| **Immediately after the workshop** |  |  |
| 1. Hand in your evaluation forms and the participant list at the EMWA desk in the envelope provided.   Feel free to talk to the Education Officer or another member of the EPDC if there are any issues you want to discuss. |  | 🞎 |
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| **After returning home** |  |  |
| 1. Send the post-workshop assignment within 1 week of the workshop (if not handed out during the workshop). |  | 🞎 |
| 1. Mark the post-workshop assignments and provide feedback to each participant. |  | 🞎 |
| 1. Send Head Office the participant credit list (using the Excel spreadsheet provided) by the deadline given[[1]](#footnote-1)\*. |  | 🞎 |
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Personal notes:

1. The credits database is updated once for each conference via a batch process, so a delay in returning your spreadsheet will delay the updating of credit records for all participants. See the **Workshop Leaders Handbook, Section 3 – Workshop Assignments, Attendance and Credit** – for information on awarding credit. [↑](#footnote-ref-1)