EMWA Professional Development Programme

**[Workshop title]**

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

**Checklist – What you need to do before the conference**

*[This checklist may be used by workshop leaders before each conference. Note that for leaders of new workshops there are additional items to send   
(see* ***Checklist – Material to submit for a new workshop****)]*

|  |  |  |
| --- | --- | --- |
| **Item** | **Deadline** | **Completed** |
|  |  |  |
| Provide availability to give workshops at conferences |  | 🞎 |
|  |  |  |
| Provide agreement to day and time slot given |  | 🞎 |
|  |  |  |
| Send pre-workshop assignment to Head Office |  | 🞎 |
|  |  |  |
| If necessary, update: |  |  |
| * Workshop leader biography |  | 🞎 |
|  |  |  |
| * Workshop abstract |  | 🞎 |
|  |  |  |
| * Workshop outline |  | 🞎 |
|  |  |  |
| * Workshop leader contact details |  | 🞎 |
|  |  |  |
| Register for conference |  | 🞎 |
|  |  |  |
| Complete accommodation form |  | 🞎 |
|  |  |  |
| Book travel arrangements |  | 🞎 |
|  |  |  |
| Send workshop slides and handouts to Head Office for printing (check printing requirements) |  | 🞎 |
|  |  |  |
| Acknowledge receipt of pre-workshop assignments |  | 🞎 |
|  |  |  |
| If necessary: |  |  |
| * Request any specific room requirements[[1]](#footnote-1) |  | 🞎 |

Personal notes:

1. Each meeting room is set up in classroom style and is equipped with an LCD Projector, screen, 1 flip chart and pens. Please provide your own laptop, adaptors and slide advancers as required. If you feel that a different layout is especially important for the success of your workshop, you should contact the Education Officer: [education@emwa.org](mailto:education@emwa.org) [↑](#footnote-ref-1)