

Workshop Proposal Guidelines

Proposals must not exceed 5 (five) pages in length and should contain the following information:

▪ General information

- Title of the workshop
- Name of instructor(s), short biography(ies) and contact information of the workshop organizer(s)
- Short description of the workshop: goals, objectives, relevance, and expected outcomes (max 150 words)
- The background and skills that attendees should have to attend the workshop
- The history of the workshop: have you carried out this workshop before? Yes [] No []. If yes, please provide a brief description including where, when, and approximate attendance number.

▪ Workshop specification

- Do you prefer to organize a pre or post workshop? Pre [] Post [] Either []
- Definition of the minimum and maximum number of attendees for the workshop [] []
- Proposed workshop duration (days) (max. length is 2 days): [days]
- Workshop contents and schedule. Please describe the learning objectives, the main contents and the detailed schedule of your proposed workshop. Suggestions: each one-day session should start around 9:00 am and conclude at 5.00 pm. For a better catering service, it is suggested to plan:
 - morning coffee break from 10.30 am to 11.00 am;
 - lunch from 1.00 pm to 2.00 pm.
- Devices provided are one laptop projector, power strips, extension cords, Easel Board, and adapters. Please contact us if you need additional material.
- Proposed cost (€) of the workshop for the participants: [€] (Depending on the venue of the workshop, the number of participants, and room capacity needed there might be fixed costs that will be agreed upon laterly on).

If you have questions, please contact us at: geovet23@izs.it



Evaluation criteria

Workshop proposals will be reviewed by the GeoVet 2023 Scientific Committee and acceptance will be based on the:

- quality of the overall workshop proposal;
- quality of the workshop, based on the learning objectives, contents and detailed agenda (what makes the workshop attractive for an adequate number of participants);
- the applicants' capacity to lead a successful workshop;
- uniqueness: If two or more workshop proposals cover the same topic only 1 (one) will be accepted based on the above criteria.

Additional information for workshop organizers

- The venue: the location will be announced to workshop organizers and workshop participants once the workshop registration is finalized and the final number of participants is confirmed
- Registration and fees:
 - Participants will register on-line using a dedicated page, available on the conference website, starting from April, 2023
 - Participants can select more than one workshop and there will be also the possibility to attend the workshop(s) only, without attending the GeoVet conference
- Cancellations
 - Participants who are registered in cancelled workshops will have the option to transfer to another workshop
 - Participants who paid registration to attend the GeoVet Conference and decline to transfer to another workshop will be fully reimbursed the amount paid to register in the workshop
 - Participants who are not attending the GeoVet and decline to transfer to another workshop will be fully reimbursed the amount paid to register in the workshop
 - Last day to cancel a registration and be fully reimbursed is July 15, 2023. Participants who cancel during July 16 – August 15, 2023, will be reimbursed 50% of the registration fee
 - Participants who cancel after August 15, 2023, will not be reimbursed
- Workshop Announcements
 - The accepted workshop proposals will be announced on the GeoVet 2023 website
- Proposal Format and Submission
 - Proposals should be submitted in PDF format by sending it to the GeoVet 2023 organizers by email at geovet23@izs.it with the subject "GeoVet 2023 Workshop Proposal" no later than March 19, 2023. Proposal organizers will be notified of acceptance by April 1, 2023.

