

Workshop Session Details & Reminders

Overview: A Workshop is an interactive demonstration or experiential session rooted in audience participation and active learning. **Half or more of the time must be dedicated to experiential learning and innovative, active audience participation.**

Here are a few things to remember as you plan for your session:

AV: Workshops are scheduled in rooms that may not have AV. You must be prepared to run your workshop without a laptop, screen, or projector.

Room Setup: Workshop rooms will be set in theater style. **IMPORTANT:** ILA is unable to take requests for specific room sets. If tables and chairs are rearranged, they must be returned to their original setup by the end of the session.

Time is precious in a workshop, and your 60 minutes will go by fast! If you plan to have audience members speak or share, **it can be helpful to bring a timing device to keep everyone on track.** This could be something as simple as an egg timer or a 30-second hourglass, etc.

Arrive 5-10 minutes before your session begins so you have time get settled.

(OPTIONAL) You may also be able to upload resources for attendees in the App. See instructions on using the App for more details.