

## **Instructions for organising workshops/symposia for the AES Annual Conference**

The workshops and symposia are important features of the AES Annual Conference; they provide opportunity for in-depth discussion of a certain topic or methodological issue. Symposia feature up to 3-4 speakers who give very short talks focusing on the topic, and a long discussion or debate afterwards. Workshops offer opportunity to discuss and work out certain questions of interest, facilitated by the organiser. Workshops can also include short talks.

Usually four workshops/symposia slots are available for the AES Annual Conference. Ideas for workshops/symposia are welcome all through the year until 31<sup>st</sup> October prior to the conference. An invitation to submit ideas is also issued at the first call for the conference in September. (In case of high interest for workshops/symposia, the programme committee decides on which workshops/symposia will be included in the programme.)

### **Format**

The length of a workshop/symposium is 1.5 hours. The organiser decides on the format and invites the speakers. The organiser is advised to have a plan in case one or more speakers have to withdraw in the last minute.

Given the emphasis being on the discussion, the introduction and talks should not take longer than 20-30 minutes in total (i.e. 5-6 minutes talks if four speakers are presenting). The organiser should chair the talks accordingly, and ask the speakers in advance to consider the respect the length of the allocated time.

The organiser will be asked to provide an electronic copy of the presentations, if possible, so that they could be made available online after the Conference for attendees.

### **Logistics**

The organiser and the speakers are required to register for the Conference.

Financial support for up to four workshops/symposia is available in the form of £500 each to be distributed by the organiser. This support is to help speakers with their travel costs and AES membership and Conference fees.

Computer and screen is available in the rooms. If requested in advance, additional supplies might be available, like flipcharts, marker pens.

**Key dates**

Deadline for proposals: 31<sup>st</sup> October (abstract format), to be sent to the Programme Secretary ([vera.eory@sruc.ac.uk](mailto:vera.eory@sruc.ac.uk))

Notification on acceptance: by 30<sup>th</sup> November

Deadline for full proposal: 15<sup>th</sup> January (one page description with confirmed speakers)

For more information please get in touch with the Programme Secretary.

Vera Eory, AES Programme Secretary, 2016