



Leading a DESIS Workshop:

WORKSHOP CHECKLIST

The following is a checklist to help you prepare for, conduct and wrap up your workshop.

- Find a faculty partner to support your workshop, often someone who does research in your area of interest.

- Write a 300-word abstract describing your workshop:
 - Include a description of the activities, and a proposed date
 - Get sign-off from your faculty partner
 - Send it to the DESIS Steering Committee, c/o lsp@ecuad.ca, minimum 3 weeks before the proposed workshop date

- Plan your workshop:
 - Research question
 - Goals
 - Timeline
 - Documentation plan
 - Purchase, organize and prepare all the materials
 - Set up the room

- Clean up the room afterwards

- Provide visual and written documentation for posting to the DESIS website