



Frequently Asked Questions - Workshops

I have presented a workshop before at another scientific meeting, can I submit again?

- Yes
- Workshops are accepted on the basis of quality and often a workshop is presented multiple years because the committee recognizes there are new audiences and the topic is important

I have multiple authors who may or may not be present. Whom should I list on the submission?

- Those who have committed to present with you should be listed and their qualifications.
- If notified of acceptance, you have 10 days to submit any author or simple text changes

This workshop is best suited for a small group. Will the room be too large?

- All workshops should be structured so that the ideal numbers of participants will become actively engaged in learning.
- We cannot anticipate just how popular a workshop will be – thus, we will aim to provide space for 50-75 people per workshop.

I have some special equipment needs and the usual provider is not listed as an exhibitor. What should I do?

- Ask your local supplier if they can arrange shipment of simulation equipment to the conference venue for IPSSW 2010. Have them liaise with the local representatives of the company / exhibitor (eg. Laerdal, METI etc).
- If the equipment is portable and you can bring or ship it to yourself at the hotel, do so.
- Invite your usual provider to consider becoming an exhibitor.

Can I have breakout rooms for my workshop?

- Unfortunately, we cannot provide breakout rooms for individual workshops.
- Please take this into account when planning your session – if you plan to run 2 or 3 concurrent groups during your workshop, noise may become an issue (eg. Playing videos).

What AV equipment will be available in the workshop rooms?



- Each room will be equipped with LCD projector with video capability and PC and MAC interfaces, screen, wireless mike and sound, and flip chart with markers.
- Presenters should bring their own computer
- Presenters should bring their presentations and handout materials to Speaker Ready Room to be uploaded to the on-line syllabus (see handout information below).

How should I deal with handouts if I don't know the size of the group?

- Please bring as many as you feel would be suitable for your workshop; i.e. 30, 50 or 75.
- Provide a pdf copy of your handout material and PowerPoint presentation at Speaker Ready Room and it will be placed on the on-line syllabus page. See Above.

I have a last-minute change in presenters. What should I do?

- The presenter should be prepared to make a conflict of interest/disclosure statement at the start of the workshop.

The time scheduled or location for my workshop has changed. What should I do?

- The committee retains authority to change the workshop schedule/location at any time.
- The final schedule and workshop text copy is due to the publisher for inclusion in the syllabus.
- If the schedule or room assignment is changed after that date, notice will be handled on-site

Will there be internet access in the conference facility?

- Yes, there will be Wi-Fi access in the building