<u>Workshop guidelines and requirements</u>

1. The usual time of the workshop is two hours.
2. When applying for a workshop session, applicants should mention the following points:
   a. The title of the workshop.
   b. What skills and knowledge are the participants going to gain from the workshop (learning outcomes)?
   c. Importance of the workshop.
   d. Summary of the topics, and contents, better in the form of a timetable containing the title of each topic (or activity) and the time needed for each one.
   e. Minimum and maximum number of participants, in addition to the need for tables, and number of participants in each table.
   f. Background of the participants.
   g. Name of the workshop trainer (organizer) and name (s) of facilitator (s) (if any), in addition to their scientific titles.
3. If there is a need for a 'four hours' workshop, the organizer should give more details and the second part (two hours) of the workshop.
4. If the number of applicants exceeds the number of participants, the priority will be given to those who applied first.

Scientific Committee

April, 2024