

**Information for organizers of workshops at the 2013 International Metropolis Conference,  
Tampere, Finland, September 9 - 13**

We would like to offer our congratulations and our thanks for your successful proposal to organize a workshop at the 2013 International Metropolis Conference. We depend upon people like you to build our annual conferences for which the workshop programme is such an integral and important part. We very much appreciate the contribution that you are making to our conference.

The following is some information that will help you with the organization of your session. If you have any questions about this, please do not hesitate to let us know.

The organisation of a Metropolis workshop is a great opportunity to extend your network and your knowledge on issues relating to migration and diversity.

**General points:**

Information related to accepted workshops, logistics, registration and accommodations have been provided to workshop organisers by the conference organising committee. It is the workshop organisers' responsibility to liaise with their presenters and pass on this information to them.

Workshop organisers must also canvass their presenters to determine if they are involved in more than one session. If any of your presenters is in more than one workshop, please let us know so that we can ensure that there are no scheduling conflicts.

**Workshop schedule:**

The preliminary workshop schedule (with workshop title, organisers' names, and date/time slots) will be released in early July, 2013.

The final workshop schedule will be released along with the full programme (with workshop titles, organisers' and presenters' names and date/time slots) by mid-August, 2013.

Please note: Many presenters will plan to speak in multiple sessions, which can result in scheduling conflicts if not properly managed. It is the workshop organiser's responsibility to canvass their presenters and let us know who will be presenting in more than one session. This will facilitate our scheduling of sessions. However, once the schedule is finalized, no further changes will be made.

**Deadline for final list of workshop presenters:**

All presenters must be confirmed by 15 July, 2013. Changes made after this date will not be included in the conference programme, although they may appear on the conference website. (Please note that this is after the early bird registration deadline. As a courtesy to your presenters you will want to liaise with them and obtain their confirmation early and encourage them to register by the early bird deadline 31 May, 2013.)

## Funding for the workshops

Workshop organisers are not responsible for securing funding for their presenters, although they may choose to do so.

Please note that neither the conference organisers nor the Metropolis Secretariat has funds available for workshop presenters or organisers. We do offer a reduced early-bird registration fee (closes 31 May) for participants. Please consult the registration link on the conference web site ([www.metropolis2013.fi](http://www.metropolis2013.fi)).

## The Format of the workshops

Workshops are typically organised in panel format with a series of presentations, followed by a discussion period. Feedback from past conferences has indicated that one of the most common criticisms of workshops is that they do not permit sufficient time for interaction with the audience. Metropolis conferences attract leading experts, policy-makers and practitioners in the field of migration and diversity. Permitting sufficient time for interaction with the audience is an excellent opportunity to increase the value of your workshop for yourself and conference participants.

Important note: All workshops are required to include at least 20 (and preferably 30) minutes of interaction with the audience per single workshop (90 minute time slot). It is the responsibility of workshop organisers to inform presenters that presentations are to be limited to 15-20 minutes in length, and to ensure there is a mechanism to keep presenters to their time limits and ensure sufficient time for audience interaction.

In general, workshops include a Chair/moderator and 3-4 presenters per 90 minute time slot. You may also include a discussant to introduce the discussion period. Given that the aim of the session is to encourage dialogue and international comparisons, it is recommended that the discussion period take place after all presentations have concluded in each 90 minute time slot.

Please consult the table below which sets out an ideal format for a 90 minute workshop. For 180 minute workshops, this format can simply be repeated for the second 90 minute portion of the workshop. A break of 30 minutes will separate 90 minute sessions in double (180 minute) workshop sessions. If there are fewer than four presenters per 90 minute slot, each presentation can be increased in duration as long as 20-30 (preferably 30) minutes remain for interaction with the audience.

Time	Action(s)	Notes
2:00 – 2:05	Panelists meet at workshop venue, assemble themselves on the panel	It is a good practice to remind presenters of the order of presentations, as well as the time limits imposed on each presentation (i.e. 15-20 minutes).

2:05 – 2:10	Chair/moderator calls workshop to order; introductory remarks are made (where applicable); Presenters are briefly introduced; Presenter #1 invited to commence.	It is important to start the workshop on time, even if some delegates continue to arrive. Due to the large number of workshops, delegates may enter and leave throughout the course of your workshop. This is to be expected.
2:10 – 2:25	Presentation #1 (15 minutes)	The Chair/moderator should ensure that each presenter begins and ends on time. A useful strategy is to prepare a set of cards that indicate when 5, 2, and 0 minutes remain in a presentation. These can be flashed to presenters at the appropriate interval.  An alternate format would be to have three presentations of 20 minutes each.
2:25 – 2:40	Presentation #2 (15 minutes)	
2:40 – 2:55	Presentation #3 (15 minutes)	
2:55 – 3:10	Presentation #4 (15 minutes)	
3:10 – 3:30	Interaction with audiences/presenters	This can take a number of formats. It can be useful for the Chair/moderator to begin the discussion period by attempting to draw links between presentations, and also to ask the first question. Alternatively, questions can be immediately sought from the audience. It is often useful to collect a number of questions first, and then ask panelists to respond to those questions that most closely address their presentations.

		It is appropriate to close the session by offering applause to the panelists and thanking delegates for their participation.
3:30 – 4:00	Health Break	In the case of 180 minute workshops, this would be the appropriate opportunity to gather the next set of panelists (if applicable) in order that the next 90 minute session may begin on time.

Although this is the typical format of a workshop session, other formats (roundtables, etc.) are encouraged.

### **Audio-visual equipment**

All workshop rooms will be equipped with a laptop computer for PowerPoint presentations, as well as an LCD projector and screen. Additional audio-visual equipment must be requested and is subject to availability. Workshop organisers will be advised well in advance of the conference of the appropriate procedure for uploading presentations in advance of their workshop.

### **The workshop schedule**

Workshops will take place on the Tuesday, Wednesday and Thursday afternoons of the conference (September 10, 11, and 12). Workshops will run from 2:00 - 5:30 p.m. for 180-minute sessions; 90-minute sessions will take place from 2:00 – 3:30 p.m. and 4:00 - 5:30 p.m. There will be a 30 minute break between 3:30 - 4:00 p.m.

The final schedule will be posted on the conference web site by 15 August, 2013.

### **Workshop participants**

Attendance at workshops varies, depending on the topic of the session, the quality of the description, its relevance to conference themes, and the range of presentations included. Overall conference attendance is also a factor. Generally, workshops attract an audience of 20 people, which is ideal for in-depth comparative policy-research discussion.

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### **Conference presentations**

Conference presentations are posted on the conference website following its conclusion. For an archive of past conferences, visit [http://www.international.metropolis.net/events/index\\_e.html](http://www.international.metropolis.net/events/index_e.html).

In addition, the conference organisers will edit a peer-reviewed conference publication based on the Conference themes. If you want to offer your paper to this publication, please, send one-page abstract to professor Pirkko Pitkänen (pirkko.pitkanen@uta.fi), and a copy to Dr. Virve Kallioniemi-Chambers (virve.kallioniemi-chambers@uta.fi) by 31.8.2013.

### **Further information**

Please review the conference website for information on registration, accommodations, and the conference programme: [www.metropolis2013.fi](http://www.metropolis2013.fi).