PROFESSIONAL DEVELOPMENT WORKSHOP – CHAIR INSTRUCTIONS

New for 2016, professional development workshops aim to provide participants with practical tips and guidelines on selected topics and procedures. Leading specialists in the field will provide a step-by-step guide on how participants can use new skills and knowledge and apply them in a practical setting. The maximum number of participants is 50 per session.

Please keep in mind that the aim of this session is to be interactive and to encourage participants to actively take part in the activities.

The role of the chair

- Prior to the congress, please get in touch with the workshop facilitators to discuss the specific aims of the workstations and ensure that the content fits the overall aim of the workshop.

- Workshop facilitators will provide educational materials in form of work sheets, case examples, etc. to support the session. As a chair we would ask that all submitted materials are reviewed and if necessary provide suggestions on how documents can be improved.

- At the beginning of the session, the chairs are asked to give a short introduction on the topic, the workshop structure and the faculty involved.

- During the workshop the chair should be on hand to answer questions from participants and provide workshop facilitators with any additional support.

- Please encourage participants to ask questions and facilitate discussion throughout the session.

Please be aware of the teaching formats that may be included in your session:

**Pre-congress work:** Your session may include pre-congress work, readings or a survey you want participants to complete before the session taking place.

**Lightning lecture:** The aim of a lightning lecture is to articulate a topic in a quick, insightful, and clear manner. These concise and efficient talks are intended to grab the attention of the audience, convey key information, and allow for several presenters to share their ideas in a brief period of time.

**Master lecture:** Master lectures are aimed to give a comprehensive and profound overview of a certain topic. They provide participants with up to date knowledge, best practices, and should stimulate for the following workshop part.

**Workshop:** Interactive workshops are the core part of this session type. Workshop methods may include small group discussions, work sheets, role plays, hands-on experience, demonstrations with models, videos, case discussions, preparation and evaluation of content, etc.

**Discussion and conclusion:** The aim of this part is to bring together the participants at the end of the workshop, present and discuss results that have been worked on before, summarise main findings and answer open questions.