



# WORKSHOPS

## GUIDELINES

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# GUIDELINES FOR WORKSHOPS

You are responsible for organizing a 4- to 8-hour program. GPD will offer you special meeting facilities at the venue. Outdoor or onsite activities can also be planned if desired.

Workshops can take on various **formats**:

- Practical – with videos, cases, or applications
- Theoretical – focusing on the in-depth knowledge behind
- Hands-on demonstration – giving participants a true touch and feel

**Content** can be:

- Technical and/or a design focus
- Creative, following current trends in the glass industry
- Technical research, testing, hypothetical or final results

Please send us a workshop proposal. Our Organizing Committee will evaluate it and select those workshops most suitable for the GPD audience. Your workshop proposal should be a **content summary** consisting of 150–200 words.

For marketing purposes, we would need a **short biography or personal introduction** of the workshop facilitator. Please see [How to write your biography or personal introduction?](#) This introduction should be 100 words.

You will also need to send an **agenda** for your workshop, including breaks and other important details for participants to know in advance.

Please note that GPD is a non-commercial conference. We will NOT allow:

- Workshop presentations to be commercial
- Titles, abstracts and presentations with trademarks or brand names

Workshops should have a technical or design focus, presenting a product and its use in a technical manner that is intriguing to industry experts.

# HOW TO WRITE YOUR BIOGRAPHY OR PERSONAL INTRODUCTION?

When you submit an abstract, you will also be asked to submit your biography or personal introduction. The purpose of this is to give a very brief introduction of 100 words to verify the author's level of expertise and competence on the topic.

The biography or personal introduction should include:

- Current and past employers, positions and responsibilities
- Current and past memberships and roles in associations

The biography or personal introduction is needed to:

- Give more information about the presentation at [www.gpd.fi](http://www.gpd.fi)
- Help chairpersons introduce the speaker to the audience

# HOW TO CREATE YOUR POWERPOINT PRESENTATION?

All speakers – except poster presentation speakers – are required to submit a copy of your PowerPoint presentation in advance, preferably at the same time as your manuscript. The PowerPoint presentation will be reviewed by the session chairperson to see that it does not contain any commercial content.

Please note that your presentation must have a technical/design focus and NOT be commercial. Sales pitches are NOT allowed.

Rules for making a PowerPoint presentation:

- You can use your own template or our GPD template
- The PowerPoint presentation MUST be sent to the conference organizers by the given deadline for review and to guarantee functionality
- You MUST ALSO bring your PowerPoint presentation with you to Finland for the presentation as a backup

[www.gpd.fi](http://www.gpd.fi)

