Guidelines on learning objectives, workshops and full texts for the conference proceedings

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Formulating your learning objectives

As your two learning objectives are requirements for obtaining education credits at the conference we recommend that you formulate them based on the following explanations and examples. Many thanks for your help on this issue. Please note that the learning objectives for conference presentations refer to the specific goals the participants are expected to achieve following your presentation. Please be aware that the two learning objectives of your presentation or workshop are **different** from key messages or objectives of the study or initiative you are speaking on. Please make sure that your two learning objectives...

- describe what the participants of your presentation are expected to achieve
- are clear and unambiguous
- include a measurable verb.

The following verbs for inclusion in learning objectives indicate the expected behavior of the learner:

to analyze…	to differentiate between…	to identify…
to appreciate…		to indicate…
to be aware of…	to discuss…	to list…
to categorize…	to distinguish between…	to measure…
to compare…	to explain…	to name…
to construct…	to explain…	to perform…
to critique…	to formulate…	to rate…
to define…	to have an understanding of…	to solve…
to demonstrate…		to understand…

Here are some good examples of learning objectives from previous conferences:

- Participants will have a basic understanding of a strategy for reducing the use of seclusion on an inpatient psychiatry unit.
- Participants will have an understanding of the rate of reduction of seclusion incidence and duration during the first year a new strategy was implemented.
- Participants will learn that minimizing physical restraint and violence towards people with mental illness is possible even in poor resource settings.
- The learner will identify factors that influence nurses' decision regarding aggressive patients.

Preparing your workshop

A workshop is considered to be an intensive educational experience in a short amount of time (cf. ctb.ku.edu). Thus, in preparing your 90 minute workshop please note that the session should be an interactive learning event pertaining to your theme with at least 50% structured active participant involvement. So please consider how to achieve your learning objectives in an interactive, participatory way.

Here are some general principles of workshops which may guide you in your preparation. Workshops are…
- meant to be participatory, i.e. participants are active, both in that they influence the direction of the workshop and also in that they have a chance to practice the techniques, skills, etc. that are under discussion.
- meant to encourage the exchange of ideas and experiences (between participants, including the presenter). Therefore in addition to participation please make sure that there is enough room for discussions, rather than just a teacher presenting material to be absorbed by attentive students
- time limited, often to a single session, although some may involve multiple sessions over a period of time (e.g. once a week for four weeks, or two full-day sessions over a weekend).
- self-contained; although a workshop may end with handouts and suggestions for further reading or study for those who are interested, the presentation is generally meant to stand on its own, unlike a course, which depends on large amounts of reading and other projects (papers, presentations) in addition to classroom activities.

Source
http://ctb.ku.edu/en/table-of-contents/structure/training-and-technical-assistance/workshops/main.

Preparing full texts for the conference proceedings
The steering committee invites you to submit a full text of your contribution (paper, workshop, poster) for publications in the conference proceedings. Luckily the editorial team receives full texts from countries from all five continents where the configurations of texts may vary considerably. By adhering to a few simple guidelines you can help the editorial team to assure a smooth publication process. Many thanks you your understanding.

Main points
- Adhere to the stipulated character count.
- Keep everything as simple as possible (avoid elaborate formatting such as indentations, excessive use of bold or italic characters, paragraph styles).

Feature	Guideline
Language	All texts to be submitted in English. Please ensure that your text is written in good English. If English is not your main language please have your text checked by a native speaker or by someone with good knowledge of the English language. It will make your paper easier to read and to understand, which will favor its publication, otherwise only the abstract will be published in the conference proceedings.
Spelling	You may use American or British spelling. However, please be consistent.
Structure	• Title of contribution (keynote, workshop, paper) • Full Christian (given) and family name(s) of all author(s) • Correspondence details of only one corresponding author • Up to 6 keywords • Introduction and/or background • The main paper / article (e.g. methods, results) • Conclusion and/or Discussion • Acknowledgements • References

Word counts		Characters	Pages (circa)	Words (circa)
	Keynotes	28000	8	3760
	Paper, poster, workshop	17000	5	2350

Feature	Guideline
Alignment	Use in general the "left alignment" format.
Tabulator	Please do NOT use tabulators. Instead you are advised to use – the much more stable – tables.
Line spacing	Single.
Font	Arial 11p throughout.
Lists	Keep lists using bullet-points to a minimum.
Footnotes	Do NOT use footnotes.
Abbreviations	• Keep abbreviations to an absolute minimum. • Explain the abbreviation on its first appearance in the text. • If a term is used just once in the text there may be no reason to use an abbreviation.
References	• You are free to choose the format of the references. • Formats like APA, Vancouver, Numbered are fine. • Please strive for a consistent format throughout your references. • Do only include references you have actually quoted in your text.
Graphics	If you include graphical material please ensure that it is of sufficient quality.

The editors of the proceedings reserve the right to make minor corrections to the submitted texts (remaining typos, spelling). Any editorial changes to your text will, however, focus on the form and not the content. You will be informed if the editors find it necessary to undertake substantive amendments to the text. The editors of the proceedings reserve the right to reject poorly written texts. In this case the text will be rejected and only the abstract will be published in the conference proceedings.

Please note that the authors themselves are responsible for any copyright issues pertaining to their submitted texts.

Please send your text in electronic format by e-mail to conference.management@freeler.nl to arrive no later than Sunday the 15th of July 2018.

If we do not receive the fuller version of your paper by the above date, or if your paper is not written in clear, understandable English, then only your original abstract will be included in the proceedings.

The steering committee and the conference organization wish you all the best in your preparations and look forward to a great conference with you together.

On behalf of the steering committee

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