



17th European Social Services Conference

Prague, 22- 24 June 2009

'Quality and performance in Social Services in Europe'

WORKSHOP GUIDELINES

Workshop Programme at the European Social Services Conference

There are four workshop sessions during the conference, one each morning or afternoon. A workshop lasts 90 minutes, and runs concurrently with 4 or 5 other workshops covering a range of different topics. Delegates choose freely which workshops they wish to attend. Participant numbers in a workshop might therefore vary from 15 to 80!

Online workshop booking (for conference-registered delegates) opens in April. Delegates can pre-book their place in one workshop per session. Approximately 70% of delegates use this system – the others make their choice of attendance after they arrive at the conference.

A few weeks before the conference, workshop presenters who have registered in this online system can view bookings for their own workshop (number and distribution by language of participants).

Aims

The workshops aim to stimulate **debate and exchange of experience among participants** on key issues using a **local example of current best practice** or research as the stimulus for discussion. Local work described must be of interest and relevance to others delivering social and health services **elsewhere in Europe**.

Workshops must be designed to allow a high level of delegate interaction and participation.

They are forums for exchange of information and experience – for identifying common problems and for sharing ideas of how to solve them. They should seek to be developmental, asking: ***how can we use our collective intelligence to address this problem?***

The workshop should not be a 'mini plenary' session, that is, not just a presentation followed by questions and answers on the project described.

Language

Workshops may be presented in English, French, German, Italian or Spanish. All workshops that are not presented in English will be simultaneously interpreted into English, being the language most widely understood by delegates. Most workshops will also be simultaneously interpreted into at least one other language (French/German/Italian/Spanish) – **these interpretation costs are covered by the organisers (ESN)**.

Finance

Those contributing to workshops are required to register for the conference and pay the full delegate fee. We cannot offer any assistance with travel costs nor reduced fees for partial attendance of the conference.

The 2009 delegate fee is €695 or GBP580. The fee covers all plenary and workshop sessions across the three days of the conference and includes daily refreshments, a buffet lunch, a formal Reception and a Gala Dinner, but not hotel accommodation.

Please do not submit a Workshop Proposal before you have ensured the availability of funds by your organisation for your attendance of, and travel to, the conference.

Please note that you will also incur some **translation and photocopying costs** when preparing materials required for your workshop. Some translation of basic workshop materials (eg your PowerPoint) will probably be required and ESN is not responsible for this.

Topics

The conference theme is broad enough to encourage a wide range of workshop topics. Please see the separate document '**Theme of the 2009 conference**'.

Whatever the key issues you wish to discuss, please remember that:

- Any local project or research you present to stimulate debate should be **new or interesting in a European context**; ideally a European example of 'best practice'.
- It must be **relevant to those working in different regions and countries**, aimed to stimulate an interesting exchange of perspectives and experience on the key workshop themes.
- Workshops that seek to highlight differences between countries and that involve cross-country research or collaboration are of particular interest. If projects are cross-national, please try to ensure that your foreign partners are directly represented in the workshop.
- Workshops that involve the participation of service users are also strongly encouraged.

What to do now

- Complete the ESN workshop proposal form and send us it *as soon as possible*. The **final deadline for consideration of proposals received in English is 31 December 2008**, but workshop places may be allocated sooner than that.

Your proposal should tell us:

- what general issues you wish to be debated in the workshop
- how your project or research is relevant to this debate
- how you would structure your workshop to promote active group interaction;
- what media you would use (e.g. film, interview, DVD, PowerPoint, etc.).

We seek to encourage use of varying media in workshops at the conference.

What to do when your proposal is accepted

- **Register all your workshop presenters as delegates** for the conference using the online conference registration facility on the ESN website. **Deadline: end of February.**
- **Re-plan your workshop structure and timings in more detail and send us a timetabled plan for the workshop as soon as possible . Deadline: end of February.**

We may be able to help anticipate problems in delivering the proposed workshop or offer helpful advice (eg on timings) when we see this.

- You may wish to consider using small discussion groups (**maximum two languages per group, of which one should be English**) to enhance participation and exchange. We are happy to offer you help or advice in planning this.

You can use the interpreter(s) in your workshop to facilitate a working group by providing informal translation between English and one other language (all the interpreters speak English as well as their native tongue).

- **Please limit your own project presentation to approximately 15 minutes** (25 minutes only if including live interviews or film footage) – this should just be the starting point for an interactive debate carefully planned around broader discussion points (the key issues you have identified).

If possible, it is best to show your PowerPoint slides - if you are going to use PowerPoint - in English, even if you will be speaking in a different language (French, Italian, German or Spanish), as more participants can read slides that are written in English than other languages.

- **Don't forget also to schedule a 15 minute break for the interpreters. This is required by law** because our interpreters work singly in the workshops. The break must take place after no more than 45 minutes.

You can schedule this to take place during smaller discussion groups so that the participants do not lose valuable working time: for example, 15 minutes participants within each group can discuss issues with those who speak their own language, before entering into a wider debate, still in the smaller discussion groups, but now using two languages, once the interpreters return. It is important to try to include participants from at least 2 different countries in every small discussion group.

- Please tell us as far in advance as possible if you will need any additional equipment (e.g. DVD, flipcharts, internet) in your workshop.

PC, multimedia projector (beamer) and screen are provided as standard by the organisers.

At the Workshop:

- We suggest that you provide **printouts of your visual presentation in different languages** at the workshop. *This will maximise participants' comprehension and their ability to contribute in the workshop.*
- Don't forget to provide handouts (discussion points, case studies, etc.) **in all appropriate languages.**
- **Please record the outcomes of the workshop** - the most interesting points/views/experience shared by participants during the workshop. We ask you to please collate these in a brief report as soon as possible after the conference. For this purpose you may need to ask a colleague to *take notes* during the workshop, or you may prefer to bring a small tape recorder.
There is unfortunately not time to report back the outcomes of the workshops to the Plenary session at the conference – so this service is instead provided by publishing your report online. Your extra effort in doing this is widely appreciated!

***We look forward very much to receiving your proposal -
Please remember we need to receive it before 31 December 2008!***

Please turn over for a full summary of the workshop schedule and deadlines

Sarah Wellburn
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European Social Services Conference, 22-24 June, Prague 2009

Summary of Schedule and Deadlines for Workshop Presenters

- 30 November 2008** * All workshop proposals written in **Czech, French, German, Italian or Spanish** must be received by ESN.
- 31 December, 2008** * All workshop proposals written or translated into **English** must be received at ESN.
- All workshop proposals received by ESN will be acknowledged – if you do not receive an acknowledgement, please contact us to ensure we have received your proposal. Proposals received before deadline may be allocated a place before 31 December 2008. (Please send to: sarah.wellburn@esn-eu.org)*
- 31 January, 2009** * ESN aims to have accepted or rejected all proposals received.
* Final titles of accepted workshops to be agreed with presenters.
- 1 March 2009** * Presenters and co-presenters of workshops must **register online** as conference delegates (at www.esn-eu.org/prague/eng/registration.html)
* 2009 conference **workshop timetable and interpretation schedule** to be published by ESN
- 31 March 2009** * **Detailed structure and timetable of accepted workshops to be submitted to ESN by workshop presenters**
(please send to: sarah.wellburn@esn-eu.org)
- 30 May, 2009** * **15 minute visual presentation (e.g. PowerPoint or film) with written notes** that more fully explain your presentation to be submitted to ESN
(please send to: sarah.wellburn@esn-eu.org)
- 10 June, 2009** * Electronic copies of **other language versions** of PowerPoint/film text and other documentation for workshop (handouts etc.) that you wish to be posted on the ESN website for participants before the conference, to be submitted to ESN
(please send to: sarah.wellburn@esn-eu.org)
- 15 July, 2009** * **Brief report** on the most interesting points raised / views expressed / experience shared by the participants in your workshop, to be submitted to ESN for the conference reference archive
(please send to: sarah.wellburn@esn-eu.org)