



**GUIDELINES FOR ORGANIZING PRE AND POST  
CONFERENCE WORKSHOPS FOR THE  
PAN-COMMONWEALTH FORUM**

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**SIXTH PAN-COMMONWEALTH FORUM ON OPEN LEARNING  
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## **GUIDELINES FOR ORGANIZING PRE AND POST CONFERENCE WORKSHOPS FOR THE PAN-COMMONWEALTH FORUM**

The Pan-Commonwealth Forum invites proposals for organizing off-site Pre/Post Conference Workshops. On approval, the organizers will have the benefit of associating their Workshop with the prestigious Forum.

The Forum cannot support any Pre/Post Conference Workshops either administratively or financially however, it will provide academic support and platform to the organizers for recognition at an international level. The Theme of the Workshop should be in sync with the overall Theme of the Forum. The Forum reserves the right to approve the proposal on merit and grant permission to conduct it under the PCF aegis.

### **PROPOSAL**

The organizer should send a detailed proposal of the Pre/Post Conference Workshop to the Programme Chair. The proposal should clearly enlist the following details:

1. Objectives of the Workshop
2. Content Areas to be covered
3. Target Group
4. Training Resources
5. Tentative Workshop Schedule
6. Expected number of Delegates

### **CRITERION**

The organizers may keep in mind the following criterion before finalizing their proposal:

1. Is my organisation/institution willing to back this event and help me organise it? (e.g. by giving me a reduced price for renting rooms, accommodation, lecture theatres, security, cleaning, etc.)
2. Will my organisation/institution facilitate website space for the Pre/Post Conference Workshop webpage?
3. Do I have a dedicated team of colleagues and graduate students who will help me to plan and run this event efficiently?
4. Can I get access to subsidies from my department/institution or grants at a national level?
5. Is there a potentially vibrant aspect to the social side of the Workshop based on its location and are local businesses and institutions willing to support the event?

### **FINANCIAL**

The organizers will be responsible for all expenditure relating to the Pre/Post Conference Workshops. The organizers can raise funds for the Workshops by way of sponsorship, grants, internal accruals and special budgetary provisions within their respective institution/organization.



## **TIMELINE**

The Pre/Post Conference Workshop must be conducted in a time range from half a day to one week or more depending on the mode of conducting the Pre/Post Conference Workshop, for instance Online Workshops may stretch for four weeks. The timeline should be clearly communicated in the detailed project proposal.

## **DELEGATES**

It is very important that as many delegates as possible attend the Workshop. The organizer will be responsible for delegates attending the Workshop since the organizer has the best overview of the local logistics. Ideally, the organizer should have a dedicated member within the team to liaise with prospective delegates on all Workshop-related matters. Usually the number of delegates for the Workshops should be in the range of 50-100, however for mass based Pre/Post Conference Workshops there shall be no limit to the number of delegates.

## **SUMMARY**

The organizers must submit the final outcome of the Workshop to the Forum with all details that the Forum may require including:

1. Learning's from the Workshop
2. Total number of Delegates
3. Details of Expenditure incurred
4. Content Areas covered