# Timelines for developing a new workshop

The table below shows the deadlines in weeks relative to when registration opens for the conference at which the workshop will be run for the first time.

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| **Activity** | **Deadline: weeks relative to opening registration for the conference at which the workshop is going to run for the first time** | **EXAMPLE: unconfirmed timelines for the May 2020 conference** |
| Proposal (to include abstract, biography and workshop outline) submitted to the EPDC | Before -13 (ideally -15 or earlier) | 1 November 2019 or earlier |
| Workshop proposal approved by the EPDC and the mentor appointed | -13 (At the EPDC meeting at the previous conference) | 9 November 2019 |
| Draft abstract, biography, outline and pre-workshop assignment sent to mentor | -11 | 22 November 2019 |
| Draft slides, materials for exercises, and post-workshop assignment sent to mentor | -4 | 10 January 2020 |
| Final abstract and biography sent to Head Office for printing | -4 | 10 January 2020 |
| Final pre-workshop assignments to Head Office for printing | -3 | 17 January 2020 |
| **Conference registration opens** | **0** | **7 February 2020** |
| Final handouts (and post-workshop assignment if handed out as hard copy) sent to Head Office for printing | + 9 | 6 April 2020 |
| Workshop presentation at Conference | +13 | 5-9 May 2020 |
| Post-workshop assignments sent to participants (if sent to participants electronically) | +14 (by the Tuesday after the conference ends) | 12 May 2020 |
| List of participants who have credits for the workshop sent to Head Office | +25 | 22 July 2020 |