* Please find attached to this email the workshop agreement between ACADIA and your team. Read it carefully, let us know if you have any questions and agree to the terms, and send us the signed document in return.
  + Signed, see attached
* Confirmation of availability to teach your workshop on Saturday September 11th and Sunday September 12th 2021 (two months before the main conference) between 10am and 6pm US Eastern Time.
  + We propose from 9am to 2pm EDT (15:00 – 20:00 CEST)
* Confirmation that you understand that the $1000 compensation fee is per workshop, not per person.
  + Confirmed
* Landscape hero image for the Workshop (2048X750 px color image)
* Square hero image for the Workshop (1024x1024 px color image)
* Headshots of Workshop Leader(s) (1024x1024x px color images)
  + see attached for images
* Names of Workshop Leader(s) as you wish to be used in website, and PR materials.
* Titles/Affiliations of Workshop Leader(s) as you wish to be used in website, and PR materials.
  + Univ.-Prof. Dr. techn. Sigrid Brell-Cokcan - Chair of Individualized Production RWTH Aachen, Association for Robots in Architecture
  + Univ.-Prof. Johannes Braumann, Creative Robotics at UfG Linz, Association for Robots in Architecture
  + Karl Singline, Creative Robotics at UfG Linz
  + Dr. Sven Stumm, Ethan Kerber, Robots in Architecture Research, Chair of Individualized Production RWTH Aachen
* Short biographies (100 words max) and websites (if applicable) of Workshop Leader(s) as you wish to be used in website, and PR materials.
  + Univ.-Prof. Dr. techn. Sigrid Brell-Cokcan founded the Chair of Individualized Production (IP) in 2015. She is a founding partner of II Architects, and founding partner/president of the Association for Robots in Architecture.
  + Univ.-Prof. Johannes Braumann is the lead developer of KUKA|prc, vice-president of the Association for Robots in Architecture and professor for Creative Robotics at UfG Linz in Austria.
  + Karl Singline is an Australian roboticist and computational designer currently undertaking his PhD in Austria while working as lead researcher for Creative Robotics and is known for his popular YouTube channel covering the topic.
  + Ethan Kerber is a computational designer with experience in digital fabrication including public sculptures in Washington DC and Virginia. Ethan is a researcher at IP and Managing Editor for the Journal on Construction Robotics.,
  + Dr. Sven Stumm is the lead developer of KUKA|crc, which integrates automated technology into online collaboration enabling remote users to collaborate closely with robotic production processes, integrating Industry 4.0 principles to create decentralized production networks.
* Social media handles (Instagram & Twitter) of Workshop Leader(s) as you wish to be used in website, and PR materials.
  + <https://www.ip.rwth-aachen.de/>
  + <https://creativerobotics.at/>
  + <https://www.robotsinarchitecture.org/>
  + <https://robotsinarchitecture.com/>
* We are trying to keep costs low for all participants and balance numbers. Would you be OK increasing the maximum number of attendees in your Workshop to 16?
  + Yes
* Do you anticipate any challenges in securing software licenses for the participants in your Workshop? Note that as these workshops are all remote, we are not able to provide software licenses, and it would be workshop leaders’ responsibility to obtain temporary or trial software for the participants.
  + No challenges in securing software licenses for the participants
* The organization will not require that you record your workshop on video, nor will it manage that. If you wish to record your workshop and/or make it available to participants, you are free to do so on your own terms.
  + Understood
* The organization will not handle auditor requests. If you are willing to accept auditors in your workshop, you are welcome to manage that on your own terms.
  + Understood
* **Workshop outcome:** Confirmation that you will prepare a 2-3 min video summary of your workshop and participants’ outcomes for display during the conference.
  + Confirmed