

# FOSSASIA Summit - Workshop Guidelines

The FOSSASIA Summit is taking place online from Thursday 7th to Saturday 9th April 2022. The fact that the summit is online makes things very different, and workshops are one of them. Making online workshops interactive and engaging is a much more challenging task than when they are done in person. To help everyone understand and overcome these challenges we have compiled this set of guidelines that we recommend you follow to make your workshop a great success.

## A workshop is NOT a long presentation

Workshops are not just long presentations, they must be a hands-on experience and have attendees play around with technologies explained. This does not mean you cannot have a presentation, of course you do, you can explain concepts and theory through your slides but there has to be a considerable amount of time where the attendees are interacting or playing around with technology on their side.

## Find a target

Find a target for the workshop. Think about what you want your attendees to understand and/or learn and what will they get home after the workshop is done. Do not make this target very big, make it small, things will take much longer time than you think. Have some extra material in case things go faster but be ready to make the small goal and give them the extra material to “take home”.

## Make it simple

As we mentioned before, in simplicity lies the key for a good online workshop. Things will go much slower than you think. When you try to help people online questions and problems will arise and this will consume extra time.

## Have extra materials

Having a simple and small workshop is the way to go. But you never know how fast things will turn out to be in the end. Have extra materials ready in case you're done before time so you can teach people extra stuff. If you don't have time to go through them you can always give them to the attendees so they can go through them at a later time.

## Entry level workshops have more attendance and interest

While it is very cool that you talk about that kernel feature that only you and your pals know about, it might be very hard for the general public to follow along on the topic. On top of that people usually have higher interest in entry level workshops, the amount of people that don't know about a technology is always bigger than the one that knows it so the number of potential attendees that you will have is higher. The usual case is that entry level workshops have more attendees than the ones that focus on high level technologies.

## Avoid installation requirements

This is one of the most important points. Installing stuff when a workshop is in person is already a hassle, doing it during an online workshop makes it impossible and a huge waste of time. Try to use online resources like [Google colab](#), [online interpreters](#) or [virtual machines](#). Save some time and add explanations so your attendees can get familiarized with the key features that they will use on these platforms. When explaining things keep in mind they might not know the shortcuts or how to do certain things on the platform so be extra verbose.

## Explain everything VERY slow

Verbosity and repetition is key for a successful workshop. Chances are the people attending your workshop are listening about your technology for the first time so be prepared to repeat yourself and explain things with extra verbosity. Even when people are not talking it is still good to repeat the concepts that you consider are key and the ones that might be a bit more hard to grasp.

## Ask for feedback A LOT

Remind people to interrupt you at any time and ask questions as much as they want. Most people will still not do it, so you will have to keep encouraging everyone to let you know any problems they might be facing. Keep asking for feedback and follow up on their progress. This point is also very important otherwise people will get lost and lose interest or even leave the workshop.

Please add details on how you are complying with these guidelines when submitting your workshop proposal. If you have any questions regarding these points let us know at [academy@fossasia.org](mailto:academy@fossasia.org).