

- 8 months

• Workshop request

Date:

Potential host contacts CABANA member with workshop request. All the parts involved must be aware of the **roles and responsibilities in the development and deliver of the CABANA workshop**.

A meeting should be held to collect more information, if this is not possible then email exchanges should take place.

Key information to gather includes:

- Proposed dates
- Challenge area and topic
- Location/venue
- Level of CABANA involvement

The **Host check list*** gives support and guidance as well as instance of communication with CABANA members

• Workshop programme development

Moving forward on the workshop development, it should be a aim audience, programme, budget estimation and planification in order to be ready to open the applications. All those details shall be on a **formal workshop proposal*** and **budget estimation form***

- 6 months

Date:

• Opening applications

• Reminders to apply

Advertisements on social media, mailing list

• Selection process

Put together selection committee and decide selection criteria

- 3 months

Date:

• Applications close

Annotate selection spreadsheet for selections

• Selections begin

- 10 weeks

Date:

• Selections completed

• Applicants emailed

- When is necessary, you can attached the **travel fellowships guidance**

• Confirm attendance

- 1 week

Date:

- Final preparation (prepare venue, print anything, final checks, send joining instructions, email to participants etc.)

0 weeks

Date:

• Deliver course

- Intro to CABANA and EMBL-EBI resources and tools
- Social media dissemination
- **Post-course feedback***

+ 1 week

Date:

• Course debrief*

- Course materials collated for FTP upload
- Writing and disseminating highlights from the event
- **Visitor expense claim form**
- **Certificate template**

+ 6 months

Date:

- **Long term feedback** sent out to trainees
- Think about planning another workshop

