

Guidelines for CREATE Facilitators

Thank you for considering/ agreeing to facilitate the CREATE workshop. Over the years we have gathered a few helpful hints that can help ensure a successful workshop. We hope they will be useful for you!

As a side note: All communication regarding the workshop (even finalizing details with the local organizer) should include the Create Chair. ☺

Conflict of interest statement:

By agreeing to facilitate a CREATE workshop, you agree with the following statement:

'I understand that I have the responsibility to disclose any potential conflict of interest or personal gains I may have (e.g., using exclusive software, selling books). I understand that disregarding this will result in the EHPS EC getting involved and dealing with this in the appropriate manner.'

Participants:

- The exact number of participants is up to the facilitators, but we encourage that between **30 and 40 participants** are accepted. Please let the application master and the chair (see below) know how many participants you will accept **as soon as you know**.

Facilitators

- Facilitators and participants from previous workshops gave us the feedback that they would appreciate a team of two or three facilitators. Hence, you might consider asking additional persons.

Timelines

- It is useful to have a provisional, broad schedule for the workshop available by **April 15th**. This allows applicants to assess whether the workshop is relevant for them and manages their expectations.
- The local organiser will contact the facilitators in February to check room requirements (number of break out rooms) so that these can be secured. Please let the local organiser know about equipment you need, such as laptop, flipcharts, markers etc. as soon as you know.
- A detailed programme schedule should be available by **July 15th**.

Programme structure

- The workshop programme usually consists of two and a half days from *9.30 am to 5.00 pm*. But this may vary depending on breakfast facilities and how far the workshop venue is from accommodation (contact local organiser if you need more specific information). Within this programme we usually allow time for *two 20 minute coffee breaks and an hour lunch*. The timing of these breaks is at the discretion of the facilitators, however, they should be noted in the programme as depending on the venue, caterers may need to be arranged in advance of the workshop.

Programme content

While the programme content is at the discretion of the facilitators, there are some topics which have become almost standard in the programme and are very popular with participants.

These topics include:

- Article publication: An exercise that has worked extremely well in previous workshops is actually reviewing an article in groups (selecting an article for review could be one of the pre-workshop preparatory tasks). This topic could be covered in a couple of hours on the last day of the workshop. Materials used in previous workshops are available on the CREATE website (<http://www.ehps.net/create/>) and from the organizers.
- Conducting research: Previous facilitators have included a short overview of the guidelines for conducting good research using various frameworks. This has always been well received by participants.
- Statistical and methodological issues: There is always demand for discussion about statistical and methodological issues, e.g. treating missing data, mediation and moderation analyses. Often these queries will be specific to the research project of one or more participants.

Workshop preparation

- A limited amount of relevant recommended reading is usually set. It is recommended that this reading is addressed during the workshop. Pre-reading will be distributed to participants by email
- Participants may also be asked to complete some other preparatory tasks prior to the workshop. This is at the discretion of the facilitators.
- Facilitators should forward a list of any pre-reading or other tasks to the Create chair by **July 15th** to allow time to source the reading and time for participants to complete any tasks requested.

Organisation

- The create chair/secretary will contact facilitators to discuss equipment requirements (flip charts, white boards, beamers etc).
- If you would like the participants to have a copy of your slides during the workshop, we recommend that you forward these by **August 1st** if possible. This will allow the organising team to email them to participants or put them on the website.
- If there are other printed materials that are needed for the workshop they should be forwarded to the organising committee by **August 1st** if possible. As the workshop typically starts on a Sunday and is not in term-time it is often difficult to find nearby places to make copies.

Social Programme & Local Information

- Information about the local area will be sent to all facilitators and participants once the participant list is finalised (usually two weeks prior to workshop). This will include details of the social programme for the workshop. An informal dinner/buffet is arranged for the first evening. Please let the chair know if you have special requests (i.e. vegetarian, food allergy). Weather permitting a short site-seeing tour takes place on the second evening and on the last evening we try to have some sports activity!

Participant interaction

- One of the goals of the workshop is get all participants involved in presenting something (as opposed to only the most confident or outspoken participants), this can be facilitated by making presentations short, frequent and less daunting.
- If possible it is useful to rotate group membership to encourage participants to make contact with lots of other participants.
- The layout of the room can be altered if necessary, aiming to facilitate discussion and group work.

Expenses/ conference registration

- Currently CREATE can cover travel, accommodation and other expenses such as taxis during the workshop, **up to the sum of €500 per facilitator** plus conference registration (if applicable). Our treasurer will get in touch with you regarding reimbursement and conference registration.

If you have any questions, please do not hesitate to contact the CREATE organizing team.

CREATE Executive Committee

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