



WS Leaders Instructions & Guidance Hands-On Clinical Workshops

For further information about the Clinical Workshop see «General Clinical Workshop Guidelines» and «Clinical Workshop setup». The hands-on clinical workshop are organized according to those documents.

Your Job as Leader:

Contact the Instructors at latest **some weeks before** the Congress and let them send you the **cell phone number & email** they will have during the Congress. Before the Workshop you should have all phone contacts of your instructors' group in case there is any problem. All your instructors should also have your cell phone number & email in the case they have any problem (come late to the workshop etc).

All the instructors know their topic allocations according to the program and will get general guidelines what to do prior to the workshop.

Be at the Workshop (WS) place at least 10 minutes before the start.

Check that all models, US machines, material, industry support and instructors are there. Check that all USProbes are covered to avoid paintings on the probe.

The Chair is **NOT** supposed to make ANY demonstrations.

There is **NO LIVE demonstration** to all participants at the beginning of the workshop!
This is a hands-on Workshop, NOT a live demonstration and NOT a «all blocks in one go» Workshop.

We expect up to 24 delegates per workshop with 4 workstation each (up to 6 delegates/workstation).

Give a **short introduction** (what is the Workshop about, who are the instructors, how is the rotation arranged (e.g. clockwise), how much time per Workstation is allocated and remember to remind to the delegates to complete in the evaluation forms for the Workshop at the end. If you wish there is possibility for a couple of slides presented during the introduction, although this is not advised to save time.

The delegates will be already grouped according to their level of knowledge (from beginner/intermediate (light colour sticker) to aficionado/expert (dark colour sticker) before they enter the workshop. The initial workstation of each group is irrelevant, just place one group per workstation. After all rotations all delegates will have been at every workstation.

Start the workshop and **keep the time** for the rotations in order to finish the workshop on time. Inform the Instructors **ca. 5 minutes prior to the end** of each rotation so they can start to conclude their station. Start the rotation **on time** and keep a smooth but fast rotation.

Walk around and get an impression of how people are performing, how delegates interact etc. Intervene in the case there is no hands-on or other problems.



In Conclusion

Workshop Leader Duties and Responsibilities

- Educational integrity and logistical flow of the workshop sessions, in general and during rotation on workstations
- Every effort to achieve the learning objectives
- Pre-session coordination with every member of the session faculty to ensure flow/cohesiveness of content - Assigning stations/roles when applicable
- Faculty orientation on available equipment
- Timekeeping during each session
- Fielding on potentially difficult questions
- Ensuring workshops are free of commercial bias by faculty (eg equipment/supply preferences) and/or that industry technicians/representatives are present to provide equipment and any other technical support
- Motivating delegates to complete the evaluation forms (in congress app and in paper if applicable)