

# Workshops Guidelines

*The First International Subtайн University Medical Education Conference ISUMEC  
Karbala, Iraq | October 25-27, 2025*

## 1. Workshop Categories

- **Pre-Conference Workshops (PCWs):** 8 workshops scheduled before the main conference.
- **Conference Workshops (CWs):** 2 workshops scheduled during the conference.

## 2. Workshop Design

- Workshops must be **highly interactive** and should avoid long one-way lectures.
- Facilitators are encouraged to include **group activities, case discussions, participatory exercises, and hands-on practices.**

## 3. Time Management

- All workshops must start and end on time according to the official schedule (PCWs: 3.5 hours, CWs: 1.5 hours).
- Pre-Conference Workshops are scheduled in the morning from 8:30 AM to 12:00 PM and in the afternoon from 1:30 PM to 5:00 PM.
- Strict adherence to time management is required to avoid disruption of other conference events.
- Facilitators are requested to be present at the workshop venue 30 minutes prior to the start to complete necessary preparations and ensure the workshop begins on time.
- A simple refreshment break is available during the morning (10:00-10:30) or afternoon (15:00-15:30) sessions of Pre-Conference Workshops.

## 4. Language of Presentation

- The official language of all workshops is **English**.
- All presentations, slides, and educational materials must be prepared in English.

## 5. Logistical Support

- The conference secretariat will provide the required facilities (computer, projector, internet access, etc.).
- A technical assistant and secretariat staff will be available at the workshop venue to provide support.
- Facilitators who wish to use their own laptops must bring all necessary connections and accessories.
- Any specific additional needs must be communicated to the secretariat at least two weeks before the workshop date.

## 6. Evaluation and Recognition

- All workshops will be **evaluated by participants**.

## 7. Contact

- Facilitators are kindly requested to **join this [Telegram group](#)** for further coordination and updates.
- For questions or additional information, please contact us via Telegram at: [@msaad449](#)