

STEP1: PROPOSAL

20 November: Submit your proposal (including keywords, description, participants' names, titles, and abstracts) to CM (Anna Kisiel) and WS Chair (Anetta Kopecka).

15 December: Notification of acceptance or rejection of the workshop (WS).

STEP2: SUBMISSION

15 January: Submit full abstracts via EasyChair (participants and keynote speakers only — do not include your introduction, as it was accepted in Step 1).

Please note that individuals outside the initial list of participants are also welcome to submit abstracts to your WS.

STEP3: EVALUATION

15 January – 31 March: Reviewing period. WS convenors (as a team) serve as one of the three reviewers for all abstracts submitted to their workshop.

Please note that WS convenors do not review their own or co-authored abstracts.

End of March (typically 20-30 March): Based on external reviews, WS convenors decide which abstracts remain in their workshop and which should be moved to the general session. There are three possible outcomes: accept to WS (workshop), accept to GS/PO (general session/poster), reject (based on the review threshold).

Based on past experience, we strongly discourage workshops lasting longer than two days. Longer workshops tend to be tiring for both organizers and participants and can prevent attendees from joining other sessions, which often results in negative feedback.

31 March: Notification of acceptance or rejection of abstracts within the WS.

STEP4: PLANNING

In April, you will receive an empty schedule for the SLE meeting. Based on the number of accepted abstracts, you can choose the time slots that best fit your workshop.

When planning your WS schedule, please keep in mind:

- Count the total number of accepted abstracts plus two slots (for the introduction and discussion).
- A workshop does not need to be continuous: you may start on day one, skip day two, and continue on day three.
- You are responsible for determining the order of talks. If you do not submit it by the indicated date, the CM will arrange the order.
- The final schedule may change due to cancellations. To minimize this, remind participants regularly about deadlines.
- You are responsible for communication with workshop participants. While EasyChair sends general notifications, personalized reminders tend to be more effective.
- Keep a contact list of all participants, including their email addresses.

Please note that the final schedule represents a compromise among multiple factors. We strive to respect your preferences, and any necessary changes will be discussed with you.

31 May: Deadline for author registration. Deadline for abstract updates.

Please note that if none of the co-authors of a paper registers by this date, the talk will not be included in the schedule.

Early June (usually 6 June): First draft of the schedule. Please review it carefully, this is a critical stage in the planning process.

Mid-June: Schedule published online. Any changes after publication must be discussed with participants.

STEP5 FINAL ARRANGEMENTS

31 July: Deadline for registration for co-authors and WS convenors.

Suggestions for a Successful Workshop

(based on experiences from previous WS convenors)

- Ensure that invited participants understand the SLE selection process, especially the difference between a short and long abstract, and the 15 January deadline.
- Be selective: a focused workshop is more engaging and effective than a long one.
- Avoid overly long workshops, as they can prevent participation in other sessions and lead to fatigue or disappointment.
- Consider organizing an extra event (e.g. a dinner) to help participants connect and network.
- Feel free to replace the introduction with a keynote or the final discussion with a summary, Q&A session, debate, or brief group exercise.