

SWISSPHOTONICS NTN

Workshop Guidelines

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In cooperation with the CTI



KTT-Support
National thematic networks



Schweizerische Eidgenossenschaft
Confédération suisse
Confederazione Svizzera
Confederaziun svizra

Swiss Confederation

Commission for Technology and Innovation CTI

Workshop timeline

- **T0-4 months: Contact Christoph to set topic AND goals:**
 - Provide 50 to 100 word abstract of workshop with formulated **goals of workshop and KPIs** (i.e. how many SMEs, resulting CTI projects etc.)
 - Determine program and local chair
- **T0-3months: Contact speakers to get commitment, working title:**
 - Program chair to get verbal or e-mail agreement from all speakers
 - Preliminary program
 - Provide list with working title, speaker e-mail list, and local chair to Beni
 - Local chair to provide local arrangements (lab-tour, AV, room)
 - Beni will then get details from speakers (CV, abstract, photo) and organize together with local chair lab-tour and apero before T0-2 months
- **T0-2months: Program published on website**
 - All details fixed
 - First e-mail notification
 - Second e-mail notification: 2 weeks prior to workshop

Workshop Format

- **Lab**
 - Labtour before the workshop (morning)
- **Talks**
 - 2 to 3 talks from industry on market roadmap (state of the art and what technologies are requested by the market)
 - Long break
 - 2 to 3 talk from academia on technologies under development
- **Reaching goals as stated at begin (T0-4months)**
 1. Discussion rounds in separate rooms with report back to all, or
 2. “Rump session” (3 to 5 people have 2 foils to make a stimulating statement, followed by podium discussion) or
 3. “round table discussion” (the 3 to 5 people stay on podium, guided by program chair with involvement of audience)
- **Networking**
 - Apero riche

Workshop Responsibilities

- **Progress Report**
 - Workshop organizer needs to summarize after the workshop
 - What goals have been achieved
 - What is missing
 - **Progress report has to be submitted (e-mail) to board and is awarded with 1000CHF for recognizing successful volunteering work**
 - **Lateness of milestones results in deductible**
- **Responsibilities**
 - Program Chair
 - Has to put program together and contact speakers for working title
 - Responsible for progress report
 - Local Chair
 - Responsible for labtour and rooms
 - General chair (Christoph+Beni+Christian)
 - Beni will do all the detail work (contact speakers for detail, Aperó, etc.)
 - Christian will send out e-mails advertisement (T0-2months, T0-2weeks)