



## Instructions for workshop convenors

Thank you for convening a workshop at the DDD17: Politics of Death conference in Utrecht. Workshops are an important part of the program, offering space for interactive, collaborative, and creative engagement. Below are some practical guidelines to help your session run smoothly.

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### Before the session

- Please arrive at your assigned room **at least 15 minutes before** the workshop begins.
  - All workshops will be held in room G.W. Kernkampkamer (Academiegebouw). The **room layout is fixed** and cannot be changed. It includes a square table arrangement. You can find a photograph of the room below. If your session includes group work or activities, consider how to make best use of the fixed room layout.
  - To ensure a safe and comfortable environment for the workshop, the room has a **maximum capacity of 16 people**, including all convenors and one volunteer. This limit will be communicated in the conference programme. A volunteer will be present to count attendees as they enter and close the door once the maximum amount of participants is reached.
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### Technical information

- If you use slides, these must be in **PDF or Powerpoint (PPT)** format. Other formats (e.g., Google Slides, Keynote, Prezi) are not supported. Test your slides on a Windows system to ensure fonts, media, and formatting display correctly. Ensure embedded media (videos, audio) works offline and is compatible with standard Windows setups.
  - All presentations will run from the conference-provided computer. **Personal laptops are not permitted**. Bring your slides on a **USB flash drive**. Slides stored in cloud accounts (e.g., Google Drive, email inboxes, Dropbox) will not be accepted. No downloads will be made on-site.
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### During the session

- Workshops are scheduled for **90 minutes**. Please ensure your workshop stays within the allocated time.
- A **beamer and screen**, and up to **4 flip-over boards** with flip-over sheets will be available in the room. If you require additional materials or equipment beyond what is provided, **please get in touch** with the conference organizers via [ddd17@uu.nl](mailto:ddd17@uu.nl). We can then discuss what might be possible.

