



Guidelines for Workshops

Presentation Type

A workshop is a 3 hour collaborative session that promotes group-learning and engagement focused on a specific topic or question. A workshop aims at working together with workshop participants targeting a common goal. Workshops are designed and managed by the proposer. Please note that a workshop is usually a more interactive format and presentations should be limited.

Your session is scheduled as indicated in the [programme](#), including the room assigned.

Please note that workshops will take place in two different locations (find your room in the [conference programme](#)):

1. The [Pyramid of Tirana](#): Blue Cube, Yellow (Cinema), Green Cube, Mustard Cube, Orange Cube, and Base Room.
2. [GIZ Albania](#): GIZ Rooftop and GIZ East/West Rooms.

Session organisation

- Please use our [conference template](#) for your presentations, to edit it, please **download the template or make a copy of the file**.
- Define format and agenda for your session (including timings for presentations, interactive activities, Q&A session, and conclusions).
- If you'd like to include the description of your session in the programme (objective and agenda) please send it to (tirana@walk21.com) before **Tuesday 23 September**.
- A computer, a projector and a screen will be provided for your presentation.

Before your session

- Please bring any stationery you will need, such as marker pens, sticky notes, A2 papers and tracing papers.
- Please make sure to arrive at the venue at least **15 minutes** before your scheduled session to set up your equipment and perform a technical check with our AV team.

During the session

- Be sure to keep to time, start and end on time. **If possible, please finish five minutes before the scheduled end time to make sure the next session starts on time.** This is crucial to ensure the day runs smoothly.
- Please note that you will lead and run the workshop. There will be limited technical support on the day for anyone who needs it.



Further Information

- We invite you to join the official [Walk21 Tirana WhatsApp Channel](#), where you'll receive reminders, announcements, and practical information to help you stay updated and get the most out of the conference.
- To promote your session on social media, please download or make a copy of our [Speaker Spotlight template](#), include your information, and share it on your channels and your organisation's platforms
- If you have any questions please contact us at tirana@walk21.com