

Workshop Group generic agenda

Group sits in a circle.

1. Author introduces paper - will read from a section of the paper, typically the abstract.
2. Author leaves the group - positions themselves where they can hear what is said but avoid eye contact with anyone speaking.
3. Convenor asks for someone in the group to summarise the paper - one or more people so.
4. Convenor asks the group to say what they like about the paper.
 - Style
 - Content
5. Convenor asks the group to say what additions or changes they would make to the paper
 - Style
 - Content
6. Convenor monitors time and if necessary moves the group towards an end.
7. Convenor asks for someone in the group to summarise the groups comments.
8. Convenor asks for any final comments.
9. Author returns to the group.
10. Author asks for clarification on any points.
11. Convenor leads the group in thanking the author for their gift.