



GUIDE FOR INSERM WORKSHOPS

I- OBJECTIVES, ORGANISATION, SPECIFICITIES OF INSERM WORKSHOPS

OBJECTIVES

Inserm Workshops are training sessions open to French and international scientific community to:

- to review the state of the art of innovative or rapidly changing techniques,
- to train on emerging topics in life science and health,
- to confront and disseminate results and knowledge,
- to share information on a determinate topic.

FORMAT OF INSERM WORKSHOPS

Inserm workshops are divided in 2 parts:

- THEORETICAL PART (PHASE I)

Its goal is to focus on new technology and/or recent issues, to get information on it (such as its opportunity of these knowledge for his own project and for the laboratory.

It takes place in residential during 2.5 days and the number of registration is limited to 80 people.

Inserm Workshops are international and are mainly intended for researchers, engineers, technicians, post-

- PRACTICAL PART (PHASE II)

It can only be done by a few trainees who have attended the theoretical part. Its aim is to master one technology discussed during the theoretical phase. As it takes place in a laboratory, the number of registration is limited by the capacity of the laboratory and by the technology studied.

The selection of the trainees for this practical phase is done by the organizers and is based on a cover letter and/or a research project which must be in line with the Inserm Workshop topic.

This phase can last 2-5 days depending on the technology covered.

SPEAKERS AND TARGET AUDIENCE

Speakers invited to Inserm Workshop are French and international scientists.

Inserm Workshops welcome French and foreign employees working into academic and private/industrial sector.

Lectures are given in English.

SPECIFICITY

Inserm Workshop differs from congresses and symposia. It takes place in residential to increase interaction between speakers and participants. Speakers must be present throughout the entire workshop and their talks must be educational and teaching.

The aim is not to expose the latest laboratory results but to give information to ensure a transfer of knowledge and know-how (phase I) and to ensure the master of a technology (during Phase II)

II- SELECTION PROCESS OF INSERM WORKSHOPS TOPICS

Each year, the Scientific Committee of Inserm Workshops (CSA) will consider and adopt proposals during three meetings:

- the 1st meeting (autumn year n) aims to establish a list of potential workshops topics.
- the 2nd meeting (January year n+1) is a final step of pre-selection based on a detailed study of the workshop content.
- the 3rd meeting (April year n+3) is the step of selection (Hearing projects) that will determine the list of workshops for the year n+2.

III- SET UP OF INSERM WORKSHOPS : ROLE OF INSERM WORKSHOPS TEAM

Inserm workshops team accompanies each project manager in workshops organization which includes:

- Communication / advertizing management
- Trainees registration management

Remark: A workshop is maintained only if the number of participant is 40 at least.

- Lecturers trips management

Inserm Workshops Team organizes and takes in charge travels of all speakers

- Remarks:
- The number recommended of lecturers is 10 to 15 maximum
 - Are taken in charge only economy class for flights and train

- Production of the booklet

The booklet is a working and an educational document for all participants. It contains the training programme, an abstract of each lecture and any document useful (such as protocols, technical including their address.

- Financing of the workshop

For the theoretical PHASE: This phase is taken in charge by the Inserm Workshops Team. The funding comes from its state grant and from resources generated by registration fees.

For the practical phase: After the practical course, the Inserm Workshops Team gives compensation to the host laboratory. This compensation is based on the registration fees collected for this phase to cover part or all expenses incurred by the laboratory.

III- CONTACTS

Inserm Workshops Team

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