Conducting ICPSR Workshops Checklist

Preparation

✔ Download workshop materials and templates from the Media Kit portion of OR Web site:  
www.icpsr.umich.edu/ICPSR/or/promo/media-kit.html
  • Workshop presentation template (PowerPoint file)
  • Workshop announcement templates (posters and flyers)
  • Workshop email announcement template
✔ Reserve workshop room (hands-on computer lab is recommended)
✔ Review workshop presentation templates
  • Customize to your institution as needed
  • View PowerPoint presentation in Notes View since text with suggestions and examples can be found in this view
  • Contact ICPSR with any questions
✔ Post workshop announcement posters/flyers 3-4 weeks prior to workshop date
✔ Send email to academic departments and libraries 3-4 weeks prior to workshop date
  • Send reminder weekly email thereafter
  • Require registration and gather attendee discipline information for purposes of preparing demonstrations that are relevant to the audience
✔ Contact ICPSR to order printed promotional materials 2-3 weeks prior to workshop date, if desired
  • Materials review link: www.icpsr.umich.edu/ICPSR/or/promo/index.html
  • Order materials via online Publications Request Form or netmail@icpsr.umich.edu; include workshop date and counts in comments to ensure timely delivery!

Conducting Workshop

✔ Conduct workshop in two parts:
  • Orientation to resources and the ICPSR Web site (what is available/where it is found)
  • Introduction to data tools and hands-on use of tools
✔ Encourage audience to use tools during the demonstration to increase relevance of content on the ICPSR Web site (if in computer lab setting); demonstrate tools using topic suggestions from audience or from registration discipline list

Follow-Up

✔ Send follow-up email to participants with tips on who to contact on campus with questions and how to find help on the ICPSR Web site
✔ Submit suggestions for improvement including additional template and promotional materials ideas related to conducting workshops to ICPSR at netmail@icpsr.umich.edu