

HI-TEC 2023

FAQs: HI-TEC Preconference Workshops and Special Interest Group Meetings (SIGs)

What are the main differences between workshops and SIGs?

- A **workshop** is a half-day hands-on professional development activity designed to increase the knowledge and skills of participants. **Any HI-TEC attendee** can register for and attend a workshop. Workshops are promoted on the HI-TEC website and appear as selections on the registration form.
- A **SIG** is a meeting that focuses on a particular topic, initiative, or grant-funded project. SIGs provide opportunities for networking, information sharing, and community building. Attendance is **by invitation only**. SIGs are not promoted on the HI-TEC website and do not appear on the registration form.

Do participants in workshops and SIGs have to register for HI-TEC?

- Yes (but workshop and SIG presenters do not have to register for their workshops or SIGs).

Who can produce a **workshop**, and what is involved?

- Anyone can submit a workshop proposal. Proposals are reviewed by the program committee and, if approved, assigned to preconference time slots. HI-TEC will make every effort to place workshops in the time slots requested. Up to five workshops can be accommodated in each half-day preconference time slot.
- Most workshops will have to meet a **minimum** enrollment requirement and may be capped at a **maximum** as well. If enrollment does not reach the required minimum, registrants will be notified of cancellation no later than July 7, 2023, and will be offered other workshop options or a refund.

Who can produce a **SIG**, and what is involved?

- Any group, organization, or project can submit a SIG proposal. Proposals are reviewed by the program committee and, if approved, assigned to preconference time slots. HI-TEC will make every effort to place SIGs in the time slots requested. Up to five SIGs can be accommodated in each half-day preconference time slot.
- To be approved for a SIG, the proposing entity must purchase at least 12 conference registrations (Medallion Discount Level). **Preference** will be given to proposers that purchase 28 or more conference registrations (Executive Discount Level).
- To cancel or adjust participant numbers and receive a refund, SIG producers must notify HI-TEC prior to July 7, 2023. No refunds will be made after that date.

What is the cost for workshops and SIGs?

- For workshops: \$150 per participant, paid by the participant as part of conference registration
- For SIGs: The group sponsoring the SIG pays HI-TEC \$150 per participant in advance (no later than July 7, 2023).

What about food, breaks, and AV?

- Beverages and snacks are provided by HI-TEC for workshop and SIG participants. **Breakfast and lunch are not provided.**
- Sponsoring groups (both workshops and SIGs) should inform HI-TEC by July 7, 2023, of the number of participants (including presenters) to ensure an accurate count for break refreshments.
- SIGs may wish to provide participant meals inside their meeting rooms. Contact swilson@cord.org for details. This must be arranged well in advance.
- AV and AV support will be provided for both workshops and SIGs.