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 can be by invitation only (will not be on the registration form) or can be open to the public (will be on the registration form and will be paid by the sponsoring entity. A code will be issued for public attendees.

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

- Yes

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 June 10, 2024, and will be offered other workshop options or a refund.

Who can produce a SIG, and what is involved?

- To be approved for a SIG, the proposing entity must purchase at least 12 conference registrations (Medallion Discount Level, see p.1). Preference will be given to proposers that purchase 28 or more conference registrations (Executive Discount Level, see p.1).
- To cancel or adjust participant numbers and receive a refund, SIG producers must notify HI-TEC prior to July 8, 2024. 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

What about food, breaks, and AV?

- Morning SIGs and workshops get breakfast and a snack break. Afternoon SIGs and workshops get lunch and a snack break.
- Sponsoring groups (both workshops and SIGs) should inform HI-TEC by July 8, 2024, of the number of participants (including presenters) to ensure an accurate count for break refreshments.
- Food and beverage for workshops and SIGs will be served in a common room.
- AV and AV support will be provided for both workshops and SIGs.