HI-TEC 2027

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).

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 of **6 attendees** 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 **May 20, 2027**, 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 Level). **Preference** will be given to producers that purchase 28 or more conference registrations (Executive Level).
- To cancel or adjust participant numbers and receive a refund, SIG producers must notify HI-TEC prior to **June 18, 2027**. No refunds will be made after that date.

What is the cost for workshops and SIGs?

- For workshops: The cost is $150 per participant and can be paid by the participants or the group holding the workshop can pay for a certain number of registrations or all of the registrations.
- For SIGs: The group sponsoring the SIG pays HI-TEC $150 per participant and presenter/ facilitator.

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 5, 2027**, of the number of participants (including presenters and facilitators) to ensure an accurate count for break refreshments.
- Food and beverage for workshops and SIGs will be served in a common room.
- A projector, screen, cart/cables, and Internet will be provided for workshops and SIGs. **Presenters must bring their own laptop.** HI-TEC does not provide laptops.