

Advance preparation on the part of each participant

Please note that each academic is to come to the workshop with a short lesson in soft and hard copies, preferably of 1500 to 2000 words. She/ he needs to select as many graphics/illustrations appropriate to the theme of the lesson. In addition, it will be a good idea to bring some bit of board work in hard and soft copies. Usually, in a classroom setting a teacher always writes some things on black board for explaining concepts, ideas and terms. These board works can also be integrated into slide show, video etc. So please bring board work relating to your lesson theme. ICT and media persons may kindly arrange beforehand all the formalities regarding audio/ video studio support and downloading and uploading of open software resources.

During the workshop, participants can collectively opt to

- either work collectively on all aspects of the lessons prepared by the group (in that case, there will be a little bit of one or the other format applied to each lesson, for example, one lesson may have text to audio conversion while another one may be recorded a video programme, another one may have slide show presentation and so on
- or individually select one lesson and prepare different formats of the same lesson.

The choice will be yours.

Advance preparation on the part of organizers

- Kindly, note that the workshop needs to have at least five teachers in addition to ICT and media persons to form a group of participants and to make the workshop meaningful and useful in the long-run.
- Please arrange for as many computers possible with internet connectivity, at least one for two to three persons.
- It will be a great idea to have the proceedings of selected sessions recorded so that all of us have enough material to produce documentation of the event. This will also help in follow-up action planning.
- We are quite open to your suggestions about modifications in the tentative programme that we have placed on the net. All the same it will be better to finalize the programme so that we can do our home-work/ advance preparation.
- A list of open software resources are shown in the documents that can be downloaded from their websites and uploaded on the computers reserved for the workshop. This will save time for everybody during the sessions.
- Please let us know asap if we need to do something for the workshop at our end.

The following details of day-to-day work during each session have a built-in flexibility to adjust the work as per the participants' wishes. Suggestions for possible modifications are most welcome.