



Tips 4 a good

# SELF-ORGANIZED SEMINAR



01

## CLEAR DEFINITION OF THE FRAMEWORK AND THEME

- A. Clearly outline the seminar's perspective, objectives, and structure through a well-crafted **Call for Interest**.
- B. Select a **central perspective** on a theme or author as a common framework to facilitate dialogue between the proposals.

02

## ORGANIZED PROCESS AND COLLABORATIVE TOOLS

- A. Use a shared **Drive folder** to ensure transparency and accessibility of materials.
- B. Establish a **clear and structured timeline** with strict deadlines for abstracts, presentations, and review meetings.

03

## ENGAGEMENT AND DIVERSITY

- A. **Disseminate the Call** widely to encourage broad participation.
- B. Promote **interdisciplinary and intergenerational** engagement by involving speakers from diverse **academic and professional** backgrounds.

04

## ALIGNMENT AND PEER FEEDBACK

- A. Schedule **meetings** to review and discuss abstracts and materials (slides or speeches), ensuring **coherence and dialogue** between presentations.
- B. Encourage **peer feedback** (ex-ante & ex-post) to enhance contributions and foster collaborative exchange.

05

## SEMINAR STRUCTURE AND FLOW

- A. Plan the **duration, sequence, and connections** between presentations to ensure smooth transitions and overall coherence.
- B. Allocate **time for discussion** to stimulate enriching dialogue among participants and the audience.