

To book a lecture or workshop/seminar with the Language Workshop

- It is preferable if lectures or workshops are booked by e.g. a programme coordinator or director of studies, rather than by teachers of specific courses or course segments. This makes it possible for us to have a discussion with you about the students' writing progression through an entire programme, and it helps us avoid a situation where similar lectures are offered several times during the same programme.
- A condition for the success of the lecture or workshop is that the teacher who is responsible for the course is present the entire time. It has been our experience that students often wish to ask questions related to their field of study which The Language Workshop cannot always answer. It is important that the course teacher(s) be aware of this fact and that they understand that we expect them to participate during the entire lecture/workshop.
- Use the booking form on the Language Workshop website to book lectures, instead of writing directly to individual lecturers. If one of our teachers has given a lecture in an earlier semester, we will try to make sure that the same person returns to give the lecture in subsequent semesters.
- Please book lectures and workshops well ahead of time, in order to give us time to plan. Requests must be made for each new semester even if lecturers from Språkverkstaden have given talks at your courses in the past. We prioritise requests that are made early. Note also that it is often easier to book lectures or workshops for the second half of the semester, since the first months tend to be fully booked.
- The Language Workshop will let you know which member of our staff will give the lecture, and send you their contact information.

The person who books the lecture is responsible for

- ✓ creating a booking in TimeEdit in the name of the lecturer from The Language Workshop (once we have confirmed the lecture).
 - ✓ sending information about the time and place for the lecture directly to the lecturer. Adding the information in TimeEdit is not sufficient.
 - ✓ making sure that any changes in the schedule or course plan that affect the lecture are communicated to the lecturer.
 - ✓ letting the Language Workshop know about any writing assignments that are associated with the lecture. If possible, send any relevant documents such as writing instructions and/or course plans to the lecturer in order to give him or her time to prepare for the lecture.
 - ✓ making sure that the lecturer from the Language Workshop gets access to the lecture room.
- A pdf version of the presentation slides can be sent to the course teacher after a lecture, to be uploaded to Studentportalen/Studium. If there are students in need of extra support, we can send the presentation before the lecture. Please let us know as early as possible if you will need the presentation slides ahead of time.
 - If the same lecture or workshop is given several semesters in a row, please let us know whether the design and scope of the lecture is optimal, so that we can provide the best possible service for your students.
 - If a lecture is to be recorded or streamed, please inform us of this when you fill out the booking form.

- When preparing for a workshop, it is essential that the Language Workshop be informed of the approximate number of students as early as possible, so we can schedule the appropriate number of Language Workshop teachers/tutors.
- Anyone who books a workshop with us is responsible for telling us about the assignment that the students will be working on well ahead of time, and for sending us any instructions and other necessary documentation . The student participants in the workshop should receive all information about it from their department.