Instructions for Workshop Organizers:

Thank you once again for organising the workshop on [name of workshop]. As we get closer to the congress, you are now requested to take note of the following instructions:

Workshop Proposal:

1. Changes/updates to already submitted proposals can be made until 14 June 2024.
2. Please check the details of your proposals and clearly specify the workshop requirements to help us plan better.

To upload/update your proposal, please follow the steps below:

- Login into your profile/account [here].
- Enter your username and password.
- Once logged into your Profile click the 'Your Submissions' tab on the left-hand side.
- **Click on the pencil icon below Actions** which takes you to Page 1 (Abstract Submission Page). **Click Next** to continue to Page 2 (Submission Procedures).
- Scroll down to “Upload Workshop/Training Session Form” click **Attach** to upload your proposal.

Workshop Presenters:

1. Please register or encourage the presenters of your workshop to register before the Early Bird rate deadline on 26 May 2024.
2. When registering, please ask the presenters to **select the option “Programme Speaker”** and fill the workshop ID under the option “Author ID (Workshop Presenter)”. The workshop ID is the unique number that was assigned when your workshop was accepted. Please share the IDs with the presenters. An example of a workshop ID is 6111111.
3. Please send us the details of the presenters in the workshop as follows.
   - Name of the presenter
   - Title
   - Affiliation
   - Contact information (email address)
   - Workshop Name and ID