

HOW TO DESIGN YOUR WORK SESSION

First of all, we would like to extend our heartfelt appreciation to you on behalf of the Turkish Court of Accounts for your active participation in the Xth EUROSAI Congress and taking the responsibility of contributing to a work session.

**This guideline is prepared to help
you in preparing your work session!**



Work sessions are planned for **Tuesday morning and afternoon sessions** in the meeting rooms equipped with projector, flipchart, laptop and stationaries.

Please note that the hotel, where the Congress will be organized, has a wide range of facilities, so if you prefer to make your presentation more pleasurable, you can carry out your activity in the hotel's grove, café with a Bosphorus view or poolside. Please contact us in advance for this.

WORKSESSIONS



WORK SESSIONS WILL BE IN THE FORMAT OF EITHER A WORKSHOP OR AN OPEN-MIC SESSION.

WORKSHOP:

Workshop leaders are kindly expected to:

Make the key presentation on which the scope/content of the workshop will be based;

Moderate the discussions;

Determine the seating order (the panel discussion, the theatre, the café etc.);

Choose the materials that can best serve your workshop;

and wrap-up concluding remarks.

- If there is not any other SAI making presentation with you; you will take the advantage of being the one in the spotlight and you are totally free to design it.
- If there is another SAI(s) making presentation with you; you are kindly requested to take into account the other resentation(s) while designing the workshop.

Please keep on communicating with the accompanying SAIs for the preparations!

OPEN MIC SESSION:

Coordinating SAIs in open-mic session are kindly expected to:

Make an introductory presentation;

Coordinate the other presentations;

Moderate the discussions; and

Wrap-up concluding remarks.

- Coordinating SAI and other presenters are kindly requested to share the time allocated in the most efficient and fair way.
- Please keep on communicating with the other presenters for the preparations!

! Groups for the Work Sessions will consist of **maximum 35 people**.

! Time period devoted to Work Sessions is **maximum 120 minutes** including the wrap-up and reporting of the concluding remarks related to the subtheme.

- ★ At the end of your work session, sufficient time should be allocated for the wrap-up.
- ★ The aim of the Wrap-up session is to provide input for the “General Wrap-up” that will be held at the end of the day.
- ★ Workshop leaders and coordinating SAIs are expected to take the support of one or two participants as the rapporteur of the session.
- ★ Once the participant list of your session is finalized, we will provide you with the detailed information in order to facilitate your communication with the possible rapporteurs. If there is no willing SAI, the TCA staff will act as a rapporteur for the session.
- ★ The last but not the least, workshop leaders and coordinating SAIs or rapporteurs are expected to present their concluding remarks to all Congress’ participants in the “General Wrap-up” session on Tuesday afternoon. The concluding remarks consolidated through the “General Wrap-up” will be the essential part of the “Statement of Conclusions and Recommendations” declared at the end of the Congress!

TO SUM UP;



YOU CAN ALWAYS ASK US
FOR INSPIRATION AND ASSISTANCE!



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