Participants attending the write workshop organized by GFAR will be requested to accomplish a series of activities. Please read carefully the activities you are expected to be engaged with, and send us your agreement, by replying to this message.

In order to attend the workshop, participants must have a deep knowledge of the foresight case/study they represent, or in the case of members of regional networks, the foresight work done in the region impacting in research priorities.

In summary, each participant will be engaged in a pre-workshop phase, in preparation for the three-day workshop; will be fully participatory and engaged during the three-day workshop; and will produce a four-page brief, during the three-day workshop, related to a foresight study and based on a determined outline.

It is expected fully commitment during the three-day workshop as those days will be of intense activity. If you plan to have other personal appointments while attending the workshop, please make your own arrangements outside the workshop hours (8.30am to 5.30pm).

The detailed assignments you are committing to are as following:

1. During the pre-workshop phase, prepare a flipchart with the ideas about what you plan to write on the four-page brief. You must bring the flipchart paper to the first day of the workshop and present your ideas to the workshop participants (5 minutes presentation).
2. Work with the facilitators at the three-day workshop to prepare a four-page “summary/analysis” of your work in your preferable language, among English, Spanish, French or Portuguese languages.
3. Provide constructive and respectful comments on other authors draft brief in a peer-to-peer review process.
4. On the evening of DAY2 of the workshop, review one draft brief from another author and provide feedback in the morning of DAY3 of the workshop.
5. Take into consideration the comments from peers, facilitators and language editor and improve your draft brief.
6. Finalize the four-page brief on the last day of the workshop.

If, for some reason, you can not commit to these activities, please contact the organizers (c.sette@cgiar.org).

Thank you

Workshop Organizers
Robin Bourgeois, Javier Ekboir and Cristina Sette