

Organizational Guidelines

Seminar-Workshop

If the contents are to be developed in a “seminar-workshop”, a maximum number of 24 people and two work days of 6 hours net is recommended.

The following are also to be considered:

- a) Kick-off coffee, 30 minutes. This allows starting the workshop on time.
- b) Two breaks of 15 minutes every hour and a half.
- c) A lunch break of 1 hour

Total workday: 8 hours

Total: 16 hours

Seminary

It is also possible to organize in four half workdays of three hours each so as to add the following:

- a) Kick-off coffee, 30 minutes. This allows starting the workshop on time.
- b) One break of 15 minutes every hour.

Total workday: 4 hours

Total: 16 hours

Seminar

If the seminar modality is chosen, a maximum number of 40 people and one work day of 6 hours in the aggregate are recommended

Logistics

In all cases, the hiring entity will provide and assume the costs of any transportation expenses (air and/or land), accommodation and meals for the speaking professionals as well as the place, materials and elements suitable to develop the seminar or the seminar-workshop, as applicable.