

## Conference or Workshop: What is the Difference?

### Definitions:

**Single Speaker workshop** – One topic is presented by one speaker with one description and set of learning objectives. Could be single day or multi-day event.

**Multi-speaker workshop** – Multiple presenters worked together to create a cohesive course with one description and set of learning objectives. Any of the presenters could present on the whole course. Could be single day or multi-day event.

**Nonconcurrent Conference** – Multiple sessions run back-to-back over the course of the day. Speakers are presenting on their own material. Could be single day or multi-day event.

**Concurrent Conference** – Multiple sessions offered at the same time in blocks throughout the event. Could be single day or multi-day event.

### How do I know which type of event I am hosting?

1. Does the event have more than one speaker?
  - a. No: This is a single speaker workshop
  - b. Yes: Do attendees select from multiple sessions being held at the same time?
    - i. Yes: This is a concurrent conference
    - ii. No: Did the speakers create their own segments individually?
      1. Yes: This is a nonconcurrent conference
      2. No: Is a single focused topic covered comprehensively by one description and set of objectives?
        - a. No: This is a nonconcurrent conference
        - b. Yes: Did one person create the course and train others to present with them? OR Did a group create the course together and the speakers can present for each other?
          - i. No: This is a nonconcurrent conference
          - ii. Yes: This is a multi-speaker workshop