

Guidelines for Submitting CIIMAR Training Events

These guidelines aim at instructing the scientific organizers of training courses/workshops on how to proceed and articulate the organization of their events.

Offices involved:

The main management of the of training events is under responsibility of the Advanced Training Office.

The dissemination of training events is made by the Image, Communication and Outreach Office upon request of the Advanced Training Office.

Step 1

Training events should inform the Advanced Training Office via e-mail (trainingandcareer@ciimar.up.pt) at least 1 month before the event.

Step 2

Provide all requested information by filling in both [Portuguese](#) and [English](#) online forms.

If you need to discuss ideas before submitting the form, please contact the Advanced Training Office.

Step 3

For communication purposes, the scientific organizer should prepare a poster that could be associated to dissemination actions. You may use CIIMAR's templates for training posters, with versions with and without an image. You can find the templates through the link:
https://www.canva.com/design/DAGgB6YW00M/1Y3GtiLizAPqN9IBjaV1HA/edit?utm_content=DAGgB6YW00M&utm_campaign=designshare&utm_medium=link2&utm_source=sharebutton

NOTE: When you are finished with your poster, please, download it and erase your poster's slide from the Canva Project.

Main poster requirements:

Main Poster: Required.

- (16:9)
- JPG or PNG format.

Additional Posters: optional.

- (9:16) Vertical format (for Instagram Stories).
- Printed version (A4 or A3). – to be delivered at the Communication Office and be displayed on CIIMAR Information board.

Step 4

Send the poster (canva, mentioned in STEP 3) + template (in word, mentioned in STEP 2) back to the Advanced Training Office (trainingandcareer@ciimar.up.pt).

Step 5

The Advanced Training office will create a registration form to receive registrations and manage registrations and payments (and, if it is needed, communicate with the trainees/sent reminders).

Step 6

The Advanced Training office will articulate with the Image, Communication & Outreach Office to disseminate the training event by all means (newsletter, Instagram, other offices, Notícias UP...). The Advanced Training Office will be responsible for sending an email to the community.

The dissemination of the training events must be communicated to the Image, Communication and Outreach Office accordingly to the existing guidelines of this Office to communicate events. You can find these guidelines through the link: <https://www.ciimar.up.pt/wp-content/uploads/2025/02/Guidelines-for-events.pdf>

Step 7

You may get in contact with the Advanced Training Office and request support to prepare the room and materials for the event.

Step 8

After the event, the Advanced Training Office will:

- ask for feedback to assess the trainee's satisfaction level and share the info with the trainer.
- ask for invoices to the financial services and send it to the trainees.
- send certificates to the trainees attending 80% of the total time.

Final Note

The Advanced Training and Career Office and the Image, Communication & Outreach Office reserve the right to edit or adjust the submitted information to ensure clarity, consistency, and alignment with CIIMAR's communication standards.

Example

<https://www.ciimar.up.pt/events/advanced-statistical-models-with-r-for-biological-sciences/>

Any questions please contact: trainingandcareer@ciimar.up.pt