**Information for workshop organizers**

The Society encourages the holding of dermatopathology workshops and is happy to provide faculty support and other inputs if requested.
A format that has worked well for the Society in several workshops at different places follows. You are, of course, free to use another format if you prefer.

**Workshop format**

There are 2 essential parts to a workshop: the microscopy session and the slide discussion session.

*Microscopy Session*

We believe that the viewing of glass slides is the most important activity in a workshop. Consequently, good quality microscopes are a key element. The slide viewing session can be conducted at a place that has good microscopes available, usually a medical college department of pathology, microbiology or anatomy. A minimum of 30 microscopes would be required for most workshops.
Glass slides of common and interesting cases will be supplied by the faculty. A handout with brief descriptions of the salient findings in each case will also be supplied. Multiple copies of the handouts should be available at the venue and can be given to delegates when they arrive for microscopy. They can then study the slides on their own, at their own pace (though one has to consider other people also and not take too long.) Faculty and resident volunteers may be available for clarifying doubts at the microscopy venue but this is essentially a self-study session. To avoid overcrowding and long waits, we recommend that the number of delegates registered for microscopy should not exceed the number of microscopes multiplied by 3. Within usual working hours, the longer the time available for microscopy, the better (4-6 hours is a reasonable period).

*Slide Discussion Session*

During this session, faculty members will use Powerpoint presentations or a microscope-to-screen projection system (where available) to describe the findings in each case, clarify doubts and discuss differential diagnoses and clinic-pathologic correlation. The Slide Discussion session can be attended by anyone including those who did not see the slides but obviously it will be of greatest value to those who have studied the glass slides.

**Faculty inputs**

Faculty members will provide the glass slides and the handouts and will conduct the Slide Discussion.
If a longer workshop is planned, faculty can also deliver lectures.
We encourage the participation of local faculty members who are encouraged to submit glass slides of good quality in addition to those supplied by Society faculty.

**Stand-alone vs pre-conference workshops**

A dermatopathology workshop can be held along with another meeting or as a stand-alone event. 
If you plan an exclusively dermatopathology workshop, both the Microscopy and Slide Discussion sessions can be held at the same venue, i.e. in the medical college. Depending on the number of microscopes, delegates and the time available such a workshop can be either completed in one day or be spread over one and a half to two days.
If the workshop is being held in conjunction with another dermatology or pathology conference, then it is important to recognize that microscopes do not need to be at the conference venue. When we had a Microscopy Session at the Gurgaon dermatology conference, the microscopes were at AIIMS nearly 20 km away. In Jaipur, the microscopes were at SMS Medical College, away from the venue of the dermatology meeting. Delegates can be informed about the place and timings of the microscopy session which can be planned a day in advance of the main meeting. 
The Slide Discussion session can be held at the main conference venue.

**Costs**

Costs tend to be low since a lecture theatre in the medical college can be used for the Slide Discussion session if it is a purely dermatopathology workshop. Travel and accommodation has to be arranged for the visiting faculty. Since our Society has members all over the country, we can nominate a faculty member who lives close by.
Currently, the Society does not charge a royalty for its inputs. But if you save money, you could consider giving a part of it to the Society as has been done by some organizers in the past.
You can charge a registration fee to defray the expenses of the meeting.

**Publicity**

Please inform and involve both dermatology and pathology trainees and consultants in your area as both groups are usually keen to take part. The bulk of attendees will be local, so please work hard to let people know about the workshop.
We will disseminate this information to all our Society members by e-mail and to the many people on our Society mailing list.
We will also put up the announcement on our Society website and on our Facebook page.
We can also make an announcement on the academic discussion group of our sister society, the Indian Association of Dermatologists, Venereologists and Leprologists.

**Acknowledgement**

We would like all conference material including announcements to carry the logo of the Dermatopathology Society of India and to state the collaboration of the Society in conducting the workshop. Along with the list of organizers, the list of DSI office bearers should also be mentioned in the brochure. The DSI faculty member(s) will be a signatory of delegate certificates.