



Knowledge to lead

Writeshops

Step by Step

Preparation (by the organizational committee)

- Clarify the purpose of holding the writeshop
- Define the target audience (who will read the final publication?)
- Contact subject matter experts (who will contribute to the publication?)
- Decide when the participants need to be present (which date/time they are expected?)
- Raise funds
- Identify and assign topics
- Ask participants to prepare a draft paper on the assigned topic before the writeshop
- Prepare logistics and make sure to create a motivating and relaxing atmosphere
- Invite Participants

Writeshop

Assign a person to track the time lines and progress

Draft 1

- Each participant (author) reads the draft previously prepared
- The other participants (audience) receive a copy of the draft, make comments and suggest changes
- Some topics may need to be improved, added or removed
- An editor assists the author to make the suggested revisions and produce the second draft
- In the meantime, other participants present their first draft, make revisions with an editor and produce the second draft



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Draft 2

- Each participant presents the second draft
- The audience gives a constructive feedback
- The editor helps create a third draft and adds illustrations

Draft 3: The participants can make final comments and revisions until a final version is agreed upon

Publication

- Revise the final version
- Print
- Distribute
- Evaluate



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