Instructions for Organisers to Request a Workshop

Step 1 : To request for a Workshop

- Type http://spoken-tutorial.org in the browser this is the link which you should enter to login. Enter your **Username** and **Password.**
- You will see "**Workshop Interface"** on the right hand side of the page. Locate **"Request For Workshops"** written in blue colour.
- Click on **"Request For Workshops".** You will see a form.
- Fill in the details namely **Academic Center Code, Workshop Participants Department, Preferred Workshop Date,Preferred Workshop Time, FOSS Category,Preferred language** and **Skype Support.**
- Click on **Submit**.

For the **Skype Support** Click **Yes** if it is the first workshop of the college or click **No** if it is not the first workshop.

You will get a notification mail in your Inbox/Spam regarding the approval of the workshop which will give you the information about the **Workshop Code**. **Workshop Code** is very important. Please preserve it as you will need it for taking the Self Workshop Assessment test (SWAT).
In case you do not get the notification mail please inform the Event Manager of the Spoken Tutorial team, IIT Bombay.