# **Workshop Guidelines**

**SLQ Wiki Fabrication Lab 2025/11/29 00:43** 

## **Workshop Guidelines**

This guide is for those developing and presenting workshops for the Applied Creativity team and The Edge, State Library of Queensland.

#### Introduction

So we've asked you to develop or present a workshop and use the SLQ Wiki to document and present your workshop, so how does it all work? Hopefully this guide will take you through everything you need to know.

## **Step 1. Type of Workshop**

We run our workshops via a series of try and test development processes.

- Prototype the workshop
- Trial the workshop
- Public presentation of the workshop once successfully trialed

On the SLQ Wiki you will find these sections listed under the Workshops & Inductions section;

The Wiki main page - https://wiki.slq.qld.gov.au/

The Workshop section - Workshops and Inductions

If you're reading through this guide, you're probably at the Prototype stage, get in touch if you need to confirm.

#### **Step 2. Workshop Template**

Continuity and maintaining a similar flow for all our workshops is something we would really like to achieve so we've created a basic template to help guide you.

There are two ways you can create a new workshop.

When you scroll to the bottom of the Prototype Workshop Wiki page, there is an option to start a new workshop which uses our template;

2022-23 Laser cut covers, hand sewn spines - bookbinding

Or if you prefer, you can recreate the template using the source and adding your new workshop name



after the URL;

https://wiki.slq.qld.gov.au/doku.php?id=workshops:prototypes:\*add the name here

Link to the Workshop Template

## **Step 3. Follow the template**

- Just update the sections for your workshop making sure to add photos and embed any videos as you go.
- You can also set up the Wiki entry to run as a slideshow
- If you would also like to include a slideshow presentation of your own, you can use whatever you like to make the slides, just make sure to save as a PDF and upload to the workshop Wiki page in the download section. If it is a Powerpoint presentation then you will need to request the SLQ templates.
- If you do make a video, keep the final size below 92mb if you intend to upload to the Wiki, and please include the following slide at the end of the video. Download that here
- You can also embed the video however we will need to host it on the Edge Vimeo channel, contact staff for further info.
- The font that SLQ uses for titles and headings is Gotham Narrow in Medium, Book and Light, please see the SLQ website for reference.
- Attribute images you are using, even if they are your own.

## **Step 4. Style and Formatting**

#### **SLQ Wiki Basics**

**SLQ Wiki - Basics** 

#### Wiki Formatting Syntax

The official dokuwiki syntax can be found in the link below, this will help you with formatting and making your page look great!

Formatting Syntax

#### **Style Guide**

You may also want to read through the following style guide which covers things like tone and conventions.

**SLQ Wiki Contributors Guidelines** 

