

Workshop Schedule

Part 1

Time	Duration	Activity	Medium	Summary	People
10:00–10:10	10	Welcome Active learning technique	Flip chart	Question to break the ice: How do I source literature at the moment? 1 person moderates and the other writes on the flip chart.	
10:10–10:20	10	Motivation	Slides 2–5	Explain exercise	
10:20–10:30	10	Group work	Flip chart	Each group has a flip chart with a circle containing the words “ <i>Systematic literature search</i> ” and a set of cards. The following steps are displayed on the cards: <ol style="list-style-type: none"> 1. What is the aim of my literature search? 2. Formulate the topic for the literature search precisely 3. What sources of information are available for the literature search? 4. How do I formulate a search query? 5. I rate my search results. 6. Narrow down the results set. The groups think about what order the steps should be in and arrange the cards on the flipchart.	
10:30–10:40	10	Plenary session	Flip chart Slide 6	Why did you choose this order? Each group briefly explains its own flipchart. Slide 6 is then shown and explained. Please note: there is no one right solution.	

10:40–10:50	10	Presentation	Slides 7–11	Step 1 (determine your aim) and step 2 (formulate a clear and focused question) Template with example 1	
10:50–10:55	5	Presentation	Slides 12–14	Template with example 2 Explain exercise	
10:55–11:05	10	Exercise	Template keywords + examples	Participants think of general search terms for their topic and enter them in the template.	
11:05–11:20	15	Presentation Live demo	Slides 15–21	Interdisciplinary sources Live demos of: Web of Science Scopus	
11:20–11:35	15	Exercise		Participants perform searches in Web of Science and in Scopus.	
11:35–11:50	15	Break			
11:50–12:10	20	Presentation	Slides 22–35	Boolean operators and controlled vocabulary	
12:10–12:25	15	Exercise	Boolean operator handout	Participants revise their search queries and incorporate operators and keywords from DB.	
12:25–12:35	10	Presentation Live demo	Slides 36–38	Citation analysis explained and demonstrated in Web of Science	
12:35–12:55	20	Presentation Live demo	Slides 39–44	Present AI tools for literature searches	
12:55–13:00	5	Questions			

Part 2

Time	Duration	Activity	Medium	Summary	People
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14:00–14:20	20	Presentation Live demo	Slides 1–9	Introduction to information management (slide set 2) Live demo: Creating a bibliography with EndNote	
14:20–14:40	20	Presentation Live demo	Slides 10–11 Generative AI output citation handout	Demonstrate workflow using Zotero Refer to the handout	
14:40–14:50	10	Presentation	Slides 1–7	2nd round (slide set 3) Explain exercise	
14:50–15:00	10	Exercise	Keywords template	Participants think of specific search terms for their topic and enter them in the template.	
15:00–15:30	30	Presentation Live demo	Slides 8–15	Introduction to subject-specific databases (DBs) Live demos subject-specific DBs	
15:30–15:45	15	Break			
15:45–15:50	5	Presentation	Slide 16	Explain exercise	
15:50–16:20	30	Group work		Each group is assigned one DB and tests it.	
16:20–16:30	10	Plenary session		Each group presents their database	
16:30–16:50	20	Presentation	Slides 17–24	Data in science Refer to “research protocol” document at the end for assistance	
16:50–17:00	10	Questions			