Pre-workshop phase

spontaneous experiments vs long time courses

courses are free, low barrier

Time constraints with other projects

sickness

No feeling of "humiliation" in online settings when you don't show up

personal reasons

Time constraints

How much of a problem are no-shows in online courses actually?
If they don't show for exercises, instructors have more capacity for those that show up

What are (in your experience) reasons for no-shows / drop-outs?

I've dropped out before when it's clear course level hasn't been reviewed by others.

expectation Management - level of difficulty very explicit in course description

No adequate time management of participants

Online time never seems to get the same "respect" as offline time with regards to scheduling

Low didactic experience of instructors --> wrong pitch for the target audience

Late cancellation/ no show fees seems to be helping

Drop-out when materials are availabe online

Conferences they join last minute; Problems with experiments

Administrative effort

Pre-workshop phase

I cannot take fees anymore (new LMS does not allow), so I ask new participants to be fair... hope it helps a little)

Indico: manage own registration and make provide link in invitation email

Avoid punishment

quizzes and e.g. programming tasks before the course can help to filter people
- who see this just as another video lecture...
- who do not have the prerequisites to follow the contents
- who had a different idea about the course content/level

Mandatory reconfirmation (one week beforehand, then fill up from waiting list) --> low effort

refill from waiting list spontanteously

Ask people to take action to the course beforehand - quiz and send answers - also to test participants' skill level

What are strategies or approaches to minimize no-shows/ drop-outs?

or any other mini-task

An example from a Mental Strategies / Anti-Stress Workshop - an Info Session before students decide to sign up. The coach explained in detail what was to be expected - what students had to commit to in order to benefit from the workshop

Last minute cancellation fee, deducted from training budget

Overbook courses

Ask permission to take course from supervisor first to make registration more binding

make clear that interaction with mentor is a true added value to the online materials

If cancellation happens, supervisor will be informed

Stretch time-intensive courses over several intervals

Learning material should be available even if people don't show up

ask the person who canceled to recommend the course to another person

Post -workshop phase

What is "easy enough" though?

additional extra admin work

limited /no access to future courses (with annoucement :-)

make it easy to resign

Agreed! for HIDA courses, its easily possible and some people do use it but very few

very useful

not feasible

If possible, you can take a "cancelation fee" for no-show or even for late cancelations

Charge departments some fees
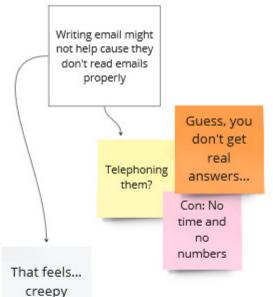
We count hours and with no-show or less than 75% of attendace you get no hours at all and no certifcate

In my institute the strategy is that no-shows cannot attend other courses in the next 6 weeks and if they are a doctoral researcher we will deduct 250 € from their travel grant funds

What are ways /strategies to deal with no-shows after the workshop?

inform about the waiting list to show that there are others still interested

Reminder email e.g. 2 weeks before also asks participants to please reply if they have to cancel so their place can be given to someone on the waiting list (maybe pre-workshop board)

Collect and share comments from participants about the outstanding quality of the course - and share them

expectation - make them clear before the workshop

maybe provide a deadline to withdraw with withdraw link

Writing email might not help cause they don't read emails properly

Telephoning them?

Guess, you don't get real answers...

Con: No time and no numbers

That feels... creepy somehow

Rewards vs. Punishment?