

## WORKSHOP PROPOSAL FORM

**Step One: Please submit the following forms for approval.**

<b><i>Workshop Instructor Information</i></b>	
<b>Name</b>	Please write your full name.
<b>Organization/Affiliation</b>	Please list any organization, affiliation, or credentials.
<b>Phone</b>	What phone number should we call to contact you?
<b>Email</b>	Please list your professional email address.
<b>Facilitator's Background</b>	Please provide an explanation of relevant past experience in organizing workshops and/or speaking on the subject matter you have selected:

<b><i>Workshop Information Overview</i></b>	
<b>Workshop Title</b>	Please suggest a concise, attention getting title for your workshop.
<b>Length</b>	How long will the workshop take (e.g. one hour, two hours, etc.) Is this a workshop series?
<b>Proposed Date</b>	When would you like to host this workshop?
<b>Workshop Description</b>	<p>Please write a short description of your workshop for the selection committee, which is no more than 250 words in length. Answer the following questions.</p> <ul style="list-style-type: none"> <li>• <b>What is your workshop's main goal?</b></li> <li>• <b>Who is your intended audience?</b></li> <li>• <b>What form will this workshop take?</b></li> <li>• <b>What activities will be involved?</b></li> </ul>
<b>Handouts, Materials, Supplies</b>	Please list any materials (e.g. audiovisual materials) you may use for the workshop, as well as any items that participants should bring with them.

**Step Two: Once you have received approval for the “Workshop Information Overview Form,” please complete and submit the more detailed plan below.**

<b><i>Detailed Workshop Plan</i></b>	
<b>Schedule</b>	Please break down the workshop into specific activities with an estimation of time needed for each to fit within your workshop timeframe.
<b>List of Handouts</b>	<p><b>Provide a list of all handouts here:</b></p> <ul style="list-style-type: none"> <li>• Resource list</li> <li>• PowerPoint slides with notes</li> </ul>
<b>Full Workshop Presentation</b>	Provide a finished copy of the full presentation in the presentation format you have chosen (PowerPoint, Prezi, Quicktime, etc.)
<b>List of Supplies You (or Your Participants) Will Need</b>	<p>Overhead LCD projector  Copies made of specified handouts  Dry erase board with markers  Laptops for web searching  Etc.</p>
<b>Evaluation Form</b>	<b>Provide an evaluation form for your workshop</b>