Proposal Template for EOP Spring 2016 Conference Workshop

“Title of workshop goes here”

Description of workshop
Up to one page describing the workshop

Workshop details

Learning objectives
What will participants learn from this workshop?

How will the workshop be conducted?
What is the structure of the workshop, how will participants be involved and how will the structure maximise opportunity for learning?
Requested workshop length – .75 hour or 1.25 hour (or other length)

Core EOP-related issues
What EOP issues does this workshop cover?

Audiences
Who is the audience for this workshop?

Where & when the session has been previously presented
Please outline where this workshop has been previously presented, if at all.

Restrictions or conditions
Are there any restrictions or conditions for this workshop, such as a maximum or minimum number of attendees.
Infrastructure/material requirements

Please outline any special needs to run the workshop (internet access, table set-up, materials).

Samples of handouts/takeaways

Please provide a sample of materials provided to participants. You do not have to prepare the entire workshop at this stage, but reviewers will benefit from sample of handouts.

Speaker details (Please complete in a separate document)

Please provide the following information about speakers:

- Name of contact person for the workshop
- Names of all speakers
- Background information for each speaker
- Information on topics covered by each speaker (if more than one speaker involved)