

(Workshop Proposal Template)

WORKSHOP TITLE

Presenter's Name/Title
Presenter's Organization (fully written out)
Presenter's City/State/Zip code
Presenter's Office Phone (with area code)
Presenter's Fax Number (with area code, optional)
Presenter's E-mail Address
Presenter's or Organization's Web Site (optional)

Suggested Co-presenter's Name, if known
(other information same as above)

Introduction

This session will . . . (or words to this effect). It is appropriate to include the background and context, the format of the presentation, the degree of audience participation, the underlying inspiration, and perhaps a quote or statement that gives the flavor of the presenter's style.

Objectives "As a result of attending this session, participants will be able to..."

1. Use, understand, apply, etc.
2. List the learning objectives.

Main Ideas

State all key ideas. If the workshop has a main idea and supporting ideas, state the main idea, then the supporting ideas. If you have a few key ideas, list them in the order you will present them. Give actual information, not just a description of it. The main ideas may be in a list or a paragraph.

Conclusion

What final thoughts do you wish to leave with your audience?

Bibliography

Web references can be included in the publication list. Other web sites can be listed separately with a brief optional notation describing their content.

Author (surname), I. M. N. This Is My Book of Which I Am Very Proud. City of Publication: Publisher. Year.

Author (surname), I. M. N. "This Is My Article." Journal of Experts, vol. (date), pages.

Other author, I. M. N. Interesting Article. City, Country, Year. <http://www.etc.edu>

<http://interesting.website.org> - examples you can use in the office.