

## Thinking about Submitting a Workshop Proposal?

As a workshop coordinator, WEF asks that a proposal be completed and submitted for review through the online submittal site, Attendee Interactive (AI). The Conference Steering Committee will review all submittals and announce accepted workshops at the same time as the final technical program. Check for dates and contact information on the main conference webpage on the WEF website.

### *What is a workshop?*

Pre-conference workshops are additional add-on programs available for conference registrants. These intensive programs offer the opportunity to learn about a specific topic in an in-depth, hands-on format. These programs follow strict guidelines so that the highest level of education credits (CEUs) can be awarded for all WEF workshops.

A workshop proposal should have all presentation titles and speakers set before you submit. An agenda should be submitted as well, though this can be updated if you do get accepted to the program.

**For complete proposals, WEF requires information on the following items:**

- ❖ **Workshop Title**
- ❖ **Full- or Half-Day Program**  
(A full-day runs 8:30am-5:00pm; Half-day runs 8:30am-12:00pm or 1:30pm-5:00pm)
- ❖ **Contact Information for Workshop Coordinator**
- ❖ **Contact Information for Each Workshop Presenter**
- ❖ **Workshop Description**
- ❖ **Three Learning Objectives**
- ❖ **Description of All Hands-on and/or Interactive Components**
- ❖ **Workshop Agenda**  
(including breaks from 10-10:30am, noon-1:30pm (lunch) and 3-3:30pm.)
- ❖ **Target Audience**  
(a suggested list will be provided)
- ❖ **Preferences for Room Layout, Attendance, and More**

These items are each listed in a separate “tab” within the submission portal. The portal will automatically format text in each tab.

*Questions about your submittal?*

*Please contact: WEF Education & Training*

Email address is in the Contacts Tab or on main conference webpage on the WEF website  
703.684.2400 x7450