Workshop Proposal Template

A workshop can be anything!  It can be a tutorial on a technical topic, a roundtable discussion of issues, group-based brainstorming and problem-solving, or anything else you wish.  One hope is for workshops to foster cross-center thinking, sharing, and collaborations.

We would like your proposal to be a detailed agenda for your workshop. Depending on how many activities you will have in your workshop you may need to add or remove sections from the template below. This template is a guide, but is in no means definitive.

Workshop Title

Name of Organizer, Workshop Leader Center

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MATERIALS

1. Identify how many people you would like to attend each session
2. List any materials you may need (paper/pencils/giant post-it notes/PowerPoint)
3. What kind of seating do you want? (Tables/chair circles/ auditorium seating)

INTRODUCTION- (number of minutes you expect this to take)

1. Introduce what your workshop is about and why it’s important to science of learning researchers. It would be good if you could relate this to the themes discussed in the iSLC proposal (email Chris MacLellan for this document if you do not have access to it)
2. Identify generally what activities the workshop participants will do.
3. What is the deliverable of this workshop? Will participants leave with knowledge, connections, written information packets, etc? Describe how you think participating in this workshop will impact participants in the future (be it through their involvement in the SLCs or as a researcher in general).

SESSION TYPES – (number of minutes you will expect this to take)

Breakout session (number if you have multiple breakout sessions)

1. You may choose to have one or more breakout sessions in which people form small groups, or partner pairs. Specifically describe how people will be selected into the small groups.
2. You need to describe
   1. What discussion points people will be given (what you will tell people to help drive their activities)
   2. Any example materials you plan on using
   3. Any specific activities the participants will be instructed to do as well as deliverables from their work

Presentation

1. What material you will be presenting and who you plan on presenting it
2. How will you actively engage the audience in discussion (remember that we want workshops that require participants to interact
3. What resources you will be giving people

Panel

1. The topic of the discussion
2. Who will be on the panel
3. Questions to spur discussion between panelists and the participants

CONCLUSION- (number of minutes you expect this to take)

1. You need to leave time for participants to reflect on what they learned from your session
2. If you have any specific deliverables you should discuss them here
   1. While deliverables such as “Participants will have learned XX skill” are acceptable we encourage you to think of ways in which you can have a more concrete impact (such as documents outlining future resources for that skill, contact information sheets, website information, or other things that participants can take with them from this workshop)
3. If you did breakout sessions you should have the different groups present and discuss what they learned