



## Thinking about Submitting a Workshop Proposal for the 2020 Conference?

**Submittal Deadline: October 8, 2019**

As a workshop coordinator, WEF asks that a proposal be completed and submitted for review through the online submittal site, Attendee Interactive (AI). The Symposium Steering Committee will review all submittals and announce accepted workshops at the same time as the final technical program in December.

### *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.

**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**

**All workshop proposals must be submitted via the online submittal system by October 8, 2019.**

**Visit [www.wef.org/CollectionSystems](http://www.wef.org/CollectionSystems) for more information.**

*Questions about your submittal?  
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