

1) Complete a [Pre-Proposal Form](#) by **July 16, 2019**

2) Check with the liaison to see what kind of review process they will be doing- Municipal, Collections, Plant Ops & Maintenance, and Biosolids and Residuals all follow the process as laid out below.

The other Committees may use a simpler process and it is upon you to be in touch with them to understand the process.

3) Send [Pre-Proposal](#) to Workshop Liaison Member for input and [mlinder@wef.org](mailto:mlinder@wef.org) by **July 16, 2019**

3(a) **LIAISON**: Provide feedback by **August 12** on the pre-proposal to the workshop developer and follow procedures of your Technical Committee

4) Begin working on the [Full Proposal Form](#) (even while pre-proposal review is taking place). Read the [Interactive Session Guidance Document and Scoring Matrix](#) to understand all you need to incorporate into the [Full Proposal](#).

5) **August 12, 2019**, receive feedback on your pre-proposal. Municipal and Residuals and Biosolids have limits on the number of sponsorships and will let you know if you are one of the ones to receive preliminary sponsorship.

6) Incorporate comments from the technical committee.

7) Once you have a solid draft of your proposal, send it to the Workshop Liaison again for input by **Tuesday, October 15**

Make sure you have collected your [Facilitator Confirmation Forms](#) to send along

7(a) **LIAISON**: Review the draft proposal and submit comments to the workshop developer by **October 29**

8) Take the feedback from the Liaison/Committee and incorporate it into your final Full Proposal Form

The Committee may have another due date- so refer to Step 2 and any special processes

9) **November 5** send your **Final Full Proposal Form** to the Workshop Liaison for final sponsorship

9a) **LIAISON**: Share with whomever in the technical committee – review, and comment back if necessary. Otherwise, it is ready for final sponsorship. Final sponsorship forms need to come from the Committee Chair to [mlinder@wef.org](mailto:mlinder@wef.org)

10) If the Liaison/Committee had no comments/changes- you are done! Send your final **Full Proposal** and **Facilitator Confirmations** to [mlinder@wef.org](mailto:mlinder@wef.org) by **November 13**. If the Committee had comments, please incorporate their changes and re-send to them for one last look so that they can see the final/final proposal and send the sponsorship letter along with the most current version. Sponsorship is based upon the final version.

10(a) **LIAISON**: If you requested changes, review again and then then submit the sponsorship form to [mlinder@wef.org](mailto:mlinder@wef.org). You should never send the final sponsorship letter without reviewing the final proposal!

**LIAISON**: Participates in review of workshop proposals, Mid-Year Meeting Workshop Selection and can be assigned to follow up on Proposal Revisions

**LIAISON**: Reports back to the technical committees on status of selection

WEF Staff: Will contact the workshop developers and notify them of the status of their proposal (accepted or rejected)