A workshop is a highly interactive, hands-on, immersive learning experience. We offer both full day and half-day workshop experiences. They are held primarily on Sunday; however, we welcome submissions for Monday, Tuesday or Wednesday.

BUILDING YOUR WORKSHOP

Speaker/Facilitator Selection

Remember! The two main focuses of a workshop are **interaction** and **hands-on learning**. Speaker presentations should be short and to the point.

Full day workshops should have a maximum of eight speakers, with a maximum of four additional facilitators only if interactive component requires facilitation beyond capabilities of scheduled speakers. Half day workshops should have a maximum of four speakers and two facilitators (as needed).

There must be diversity among speakers.
The selected speakers should be from different companies, utilities, and organizations. As an example, a successful workshop would **not** provide content from speakers who are all clients of the same consultant.

Interaction

Interaction is what makes a workshop a workshop. It needs to be well-integrated throughout the day. **Do not hold the interaction until the end of the day.**

Speakers and facilitators are encouraged to brainstorm and incorporate interactive activities to deliver their subject matter expertise and content in a meaningful way to the participants. More interaction does not mean less value as a speaker.

As speakers also help facilitate and support the interactive components plenty of face time and one on one and small group knowledge is exchanged. **Workshops with interactive components interspersed throughout the session will be prioritized for selection.**

PRE-PROPOSALS

NEW! Workshop pre-proposals are highly encouraged. Submitting a pre-proposal will become a benefit to your sponsorship score.

Using the pre-proposals, the committee determines if there are areas of overlap or collaboration.

A workshop pre-proposal should include a description of the intended workshop and its objectives.

SPONSORSHIP

We encourage workshop submitters to receive sponsorship from relevant technical committees. Submitters should seek sponsorship from:
1. Relevant technical committee
2. Committees with topical overlap

SCORING

When it comes to scoring, submitters receive points relative to the involvement from the primary committee. Points are based on how much feedback and involvement they have with your proposal.

WORKSHOP ACTIVITIES

Below are suggested workshop interactive activities. Other ideas for interactive activities are welcome but need to be fully explained in the proposal for the reviewers.
Case Study Analysis
Problem-Solving Sessions
Tabletop exercises
Hands-on simulations
Unique Exercises
Multi-Station Exercise
Problem Sessions Using Tools or Models
Role-Based

The following can be incorporated into the workshop but **will not** be considered as interactive components.
Panel Discussions
Q&A
Facilitated Discussion
Interactive Presentations
Polling

The keys to successful workshop are teamwork and coordination. When the speakers and facilitators are on the same page the attendees find it easier to follow along.