

Workshop Proposal Instructions

Proposals due October 26, 2018

The workshops will be held on **Wednesday, March 13, 2019**, in Washington, D.C., preceding our conference on March 14-15.

Submission of a workshop proposal using our online form will require the following elements:

- **Contact information.** Please include information for the workshop organizer and each additional presenter.
- **Workshop materials** (up to 50 words). Please describe any handouts, files, data, and other materials to be provided to attendees.
- **Workshop objectives** (up to 50 words). Please describe what you anticipate participants will learn from this workshop.
- **Organizer's experience** (up to 50 words). Please summarize your experience in producing similar workshops or events.
- **Full or half-day workshop.** Please select either full-day (8 hour) or half-day (4 hour) session in the morning or afternoon.
- **Workshop title** (up to 120 characters).
- **Workshop description** (up to 250 words). If the workshop is accepted, this description will be used to advertise it to potential participants. Include the following:
 - Brief overview
 - Summary of the format (e.g., short course, panel discussion)
 - Summary of the content (topics to be covered)
 - Target audience(s) if relevant (e.g., level of experience)
 - Professional development goals (expected outcomes for attendees)
 - Any prerequisites or requirements (e.g., participants must bring their own laptops).
- **Workshop agenda** (up to 250 words). Please list topics, speakers and approximate times for each component of the workshop.
- **Budget worksheet.** Workshop organizers must also complete the budget worksheet provided and demonstrate that expected workshop revenues will exceed the listed expenses by at least 50 percent.

Registration fees may be determined by the organizer; however, we suggest that fees be within the range of \$250 to \$500 per attendee for a half-day workshop and \$500 to \$1,000 for a full-day workshop. Note that the workshop organizer may request to retain up to 50 percent of the net revenue; the remainder will be used to fund future SBCA activities.

Note that each workshop must attract a minimum of 10 registrants **by February 14, 2019**, to avoid cancellation.

Submission of a workshop proposal is viewed as a firm commitment to organize the workshop if accepted. Entries received after **October 26, 2019**, are not guaranteed consideration by the program committee.