

Workshop Proposal Checklist

Proposed Name of Workshop: _____

Presenter(s): _____

Length of workshop: 1 hour 2 hours 3 hours other

Target Audience: _____

Level of Participants' Prior Knowledge of Topic *Circle one:*

Little/None Some Extensive Teaching

In what language will you be presenting the workshop? *Circle one*

ASL* English Other

***If presenting in ASL, which type of voice interpretation would you prefer? Circle one if applicable:**

Microphone/whole audience voicing Quiet voicing section upon request

Required Attachments

- Detailed Abstract** for Program Book (not to exceed 150 words – 17 lines of type)
- Presenter's Bio** for Program Book (not to exceed 150 words – 17 lines of type)
A bio is a short promotional document to highlight why you are the best person to present this workshop. It highlights your most significant accomplishments. It is written for interpreters who come to conference to read.
- Presenter's Resume** *A resume is your application to present this workshop. It outlines your qualifications.*
- Educational Objectives** (list specific, measurable actions that will demonstrate comprehension and integration of material presented)
State what the learner's will be able to do once they're taken your workshop.
- Media & Materials List** (indicate your print, audio, and visual needs, and who is responsible for providing each)
- Evaluation & Assessment Methods** (description of how you will evaluate participant learning and presentation effectiveness)
How can you show that students learned what you were trying to teach them?

