



# Workshop Proposal Form

2017 SOFT-TIAFT Joint Meeting

Boca Raton, Florida

Proposal due March 15, 2017

## INSTRUCTIONS

- Complete the workshop proposal form in its entirety.
- Submit workshop proposal form electronically to the Workshop Coordinators (Frank Peters at [Frank.Peters@med.uni-jena.de](mailto:Frank.Peters@med.uni-jena.de) and Diane Boland at [dboland@miamidade.gov](mailto:dboland@miamidade.gov) no later than **March 15, 2017**).
- The deadline for submission of workshop proposal materials (i.e. agenda, PowerPoint presentations, handouts, faculty biographies, disclosure forms, etc.) is **July 24, 2017**.
- Workshop chairs are responsible for reviewing and properly formatting all materials prior to the final submission deadline.

## WORKSHOP TITLE

## WORKSHOP CHAIR(S)

<b>Workshop Chair Name:</b> (include middle initial and degree)
Title:
Affiliation:
Address:
Phone number:
Email address:

<b>Workshop Co-chair Name:</b> (include middle initial and degree)
Title:
Affiliation:
Address:
Phone number:
Email address:

**ABSTRACT** (maximum 300 words)

**LEARNING OBJECTIVES**

1.

2.

3.

**INSTRUCTORS (required information)**

(Note – AACC disclosure formu'o wu'dg'kpenmf gf 'hqt'gcej 'ur gcnrt'cv'ko g'qh'uwdo kuuqp)

Speaker Name:
Title:
Affiliation:

Speaker Name:
Title:
Affiliation:

Speaker Name:
Title:
Affiliation:

Speaker Name:
Title:
Affiliation:

Speaker Name:
Title:
Affiliation:

Speaker Name:
Title:
Affiliation:

Speaker Name:
Title:
Affiliation:

Speaker Name:
Title:
Affiliation:

**AUDIENCE KNOWLEDGE LEVEL (required)**

*Basic* – suitable for individuals new to the field, or requires little prior knowledge of the subject matter

*Intermediate* – involves more advanced concepts requiring some technical working knowledge or prior exposure to the subject matter

*Advanced* – devoted to highly advanced concepts requiring extensive background or technical working knowledge of the subject matter

**PRESENTATION HISTORY**

Has this workshop been presented at SOFT or any other meeting before?

Yes                      No

If “yes”, indicate where and when:

**SCHEDULING**

Preferred workshop length:	Half day	Full day	
Preferred time of day (half day):	morning	afternoon	no preference
Preferred workshop day:	Sunday	Monday	no preference

**Please indicate any specific scheduling conflicts for chairs and/or speakers (e.g. board meeting, ABFT exam, etc.)**

**WORKSHOP SCHEDULE**

Provide a workshop agenda using the example below.

Include topic, instructor, and beginning and ending times for each presentation."

Hwmlf c{ 'y qtmuj qr u'y km'dgi kp"cv": <22co 0  
 J crh/f c{ 'y qtmuj qr u'y km'dgi kp"cv'gkj gt": <22co "qt"3-52r o 0'  
 Y qtmuj qr u'uj qwf "pqv'gpf "rcvgt"j cp'7-52r o 0

Break times are from 10:00am – 10:30am and 3:20pm – 5:50pm and must be included in the schedule. For full day workshops, lunch break is between 12:00pm and 1:30pm.

**Workshop Title:**

**Workshop Chairs:**

<b>Agenda</b>	
<b>Time (e.g. 8:00am – 9:00am)</b>	<b>Title of Presentation &amp; Topic</b>
10:00am – 10:30am	Morning Break
12:00pm – 1:30pm	Lunch Break
3:20pm – 5:50pm	Afternoon Break

**KEY TERMS**

Provide three key terms relevant to your workshop for use in the *Proceedings* key word index.

- 1.
- 2.
- 3.

## **WORKSHOP LOGISTICS**

**Preferred audience size:**

**Does the number in attendance need to be restricted?** Yes\* No

\*If “yes”, what is the maximum number of attendees:

**Format:** Lecture Demonstration Hands-On  
Roundtable Discussion Other\*

\*If “other”, please describe:

**Preferred room set-up:** Classroom Theater Roundtable  
Other\*

\*If “other”, please describe and attach diagram, as applicable:

**Is a lectern required?** Yes No

**Audio-visual / other special requirements:** Note that laptops, LCD projectors, screens, laser pointers, and microphones will be available. Please indicate any other special requirements (e.g. VCR/TV, etc.):

**Is faculty travel for Non-SOFT and Non-TIAFT members requested?** (Note: funding is limited and requires justification) Yes\* No

If “yes”, please provide specifics for whom the travel is requested and his/her travel logistics.

## **HANDOUTS**

- Handouts are required for all workshops and presenters. Please provide an estimated number of handout pages (including any anticipated additional speaker materials, i.e. supporting articles). Handouts will be printed as 2 slides per page, front and back for a total of 4 slides per sheet of paper.

Approximate number of handout pages:

- Materials must be submitted electronically and in advance to the meeting Workshop Coordinators to facilitate processing, copying, and shipping. The deadline for receipt of final materials is **July 24, 2017**. It is the responsibility of the individual workshop chair to review and properly format all materials prior to the final submission deadline.
- In the event that workshop materials are submitted after the printer deadline (and the Workshop Coordinators have agreed to allow the workshop to still be presented), it is the responsibility of the workshop chairs to print all handouts and transport the material to the meeting.

As Workshop Chair and Co-Chair, we acknowledge that it is ultimately our responsibility to meet all deadlines associated with this workshop. Failure to submit all materials by the stated deadlines may result in workshop cancellation or ineligibility to chair a future SOFT workshop. If accepted, materials turned in after the printer deadline will be our responsibility to print and transport to the meeting. We also acknowledge that honoraria are not provided to SOFT members.

Chair Signature and Date: \_\_\_\_\_

Co-Chair Signature and Date: \_\_\_\_\_

(If electronic signatures are not available, indicate your acknowledgement of this responsibility in the submission e-mail.)