EMWA Professional Development Programme

**Workshop Proposal Form**

Thank you for submitting a proposal to run an EMWA workshop.

The Workshop Leaders Handbook explains the process for developing an EMWA workshop. You can also look at abstracts for other workshops in the EMWA Professional Development Programme (EPDP) brochure. These documents are on the [EMWA website](https://www.emwa.org/training/the-epdp-programme/)*:*

Please complete **all of the pages** in this form and send them to [education@emwa.org](mailto:education@emwa.org). **You do not need to complete the grey shaded items at this stage.**

We need to receive the proposal form at least 2 weeks before a conference if you would like your proposed workshop to be considered for inclusion at the following conference. The EMWA Professional Development Committee (EPDC) will review the proposal. If it is approved, the EPDC will appoint a mentor to work with you on developing the workshop.

Please contact [education@emwa.org](mailto:education@emwa.org) if you have any questions.

**EMWA workshop proposal form**

**Your details**

|  |  |
| --- | --- |
| Name |  |
| Company |  |
| Email |  |
| Phone |  |
| *Second workshop leader (if applicable)* |  |
| Name |  |
| Company |  |
| Email |  |
| Phone |  |

**Proposed workshop**

|  |  |
| --- | --- |
| Title |  |
| Level | Foundation or Advanced [delete as applicable] |
| Length | 3 or 3.5 hours [usually 3.5 for advanced workshops] |

**Further information**.

1. Please tell us (briefly) why you are proposing this workshop, whether you think there is any potential overlap with other EMWA workshops, and why you have the experience and expertise to lead the workshop.

|  |
| --- |
|  |

1. If your proposal includes a second workshop leader, please justify why a second workshop leader is necessary. Please note, if for any reason one workshop leader is not available during a conference, we will require the remaining workshop leader to deliver the workshop alone.

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|  |

EMWA Professional Development Programme

**[Workshop title]**

**[Level and planned length]**

**[Name and affiliation of workshop leader(s)]**

**Abstract – maximum 250 words**

**Participant profile**

[Describe who will benefit from this workshop in the light of the objectives. What level of experience (if any) should participants have in this or any related topic? Mention any prerequisites, e.g. other workshops that should have been completed previously. State whether this workshop should be completed before attending another workshop.]

**Objective**

[State why the workshop corresponds to medical writers’ needs in this field and describe the knowledge and skills that participants will acquire.]

**Content**

**[**Describe the topics that will be covered, how the objectives will be achieved and what will be involved.]

**Pre-workshop assignment**

**[**Give time required to complete the assignment.]

**Post-workshop assignment**

[Give time required to complete the assignment.]

EMWA Professional Development Programme

**[Workshop title]**

**[Level and planned length]**

**[Name and affiliation of workshop leader(s)]**

**Workshop leader biography**

**Name**

[Provide your title (optional), name and qualifications as you wish them to appear in the EPDP brochure and the conference brochure.]

**[Brief summary – maximum 150 words]**

[Write a brief summary to introduce yourself to your audience. Details can include present employment, previous employment, previous teaching experience, and any other relevant information. The biography summary should be a single paragraph up to 150 words, written in the third person. Please use a business-like tone. For guidance, see the personal summaries presented in the EPDP brochure or recent EMWA conference programmes.]

EMWA Professional Development Programme

**[Workshop title]**

**[Level and planned length]**

**[Name and affiliation of workshop leader(s)]**

**Workshop outline**

**Content**

[Please complete the table below as far as you can. At the proposal stage you do not need to have full details of the structure of the workshop and the and the group activities. However, the EPDC does find it helpful to see the outline structure and the time you think you will spend on the topics you would cover.

Allow time for getting started, the refreshment break, following up on the pre-workshop assignment, explaining the post-workshop assignment and participants completing the workshop evaluation form. See Figure 1 in the [Workshop Leaders Handbook](https://www.emwa.org/training/the-epdp-programme/) for a more detailed explanation.

If your workshop proposal is approved, the mentor can advise on finalising the outline and making any changes in response to the EPDC feedback.]

|  |  |  |
| --- | --- | --- |
| **Content** | **Time** | **Comments** |
| Getting started |  | [Include time for taking the register] |
| Topics |  | Repeat this row as needed |
| Group activities |  | Repeat this row as needed |
| Break | 15‑20 mins |  |
| Topics |  | Repeat this row as needed |
| Group activities |  | Repeat with row as needed |
| Conclusions and post-workshop assignment |  |  |
| Completing evaluation forms | 10 mins |  |
| **Total time** |  |  |