ATAT Conference Workshop Proposal Breakdown

Workshop Information

Category:	Category your workshop fits within
Delivery Method:	How you would like to present; in person only, in person AND willing to record for online, or online only
Title:	Descriptive title; avoid one worded titles. Should read & understand the overview of topic
Summary	This summary is what is published to members. Please write a complete summary of your workshop, topics covered, and take aways. It should be clearly written and leave no question on the goals of the workshop. Please review and check spelling & grammar.
Previously Presented:	Has this specific workshop been presenter previously, if so has it changed and how?
Promotion:	Does your workshop promote a business or product
IBC:	Is your workshop connected to an IBC
Location:	Your preference/need of location
Learning Outcomes:	Learning your workshop
Length:	Length; 1 hour OR Monday workshop option half or full day

Presenter Information

Presenter Name:	Who is presenter- please do not complete unless you are the lead presenter
Presenter School District/Affiliation:	School or company
Presenter Email:	Email to best keep in contact
Presenter Cell Phone:	Best phone contact for presenter

Co-Presenters

Name	Email
List all co-presenters involved	List all co-presenters best contact email

Presenter Requests for In-Person Workshops

Day Preference:	Monday (hands on 4 or 8 hours) OR Wednesday/Thursday 1 hour
Microphone Preference:	Handheld or lavaliere
Room Set-Up Preference:	Classroom or Theater- consider your presentation style
Capacity:	If Monday Workshop do you have a attendance capacity?
Fee Per Person:	Materials Fee for your workshop

Please list any scheduling conflicts that would prevent you from presenting on Wednesday or Thursday:

List committee meetings, other workshops, and/ or other conflicts

Additional Notes: anything else we need to know to best set you up for a successful workshop