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| **WORKSHOP PROPOSAL** |
| **Title of Proposed Workshop** |  |
| **Organizers/Facilitators*** List the names of all facilitators
* List names of any additional speakers and clearly indicate their role in the workshop
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| **Background** (max 150 words)* Briefly outline the context or rationale for the workshop, i.e., what issue, challenge, or opportunity does it address?
* Why is this topic important now?
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| **Workshop Aims** (max 150 words)* Purpose of the workshop?
* What will it help participants understand, explore, or develop?
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| **Outputs / Takeaways** (max 200 words)* Describe what participants will leave with (e.g., skills, frameworks, tools, shared resources, draft outputs such as white papers, roadmap, opnion articles)
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| **Expected Impact** (max 300 words)* Explain the broader value or potential outcomes of your workshop.
	+ - * How might it influence practice, support collaboration, or inform future work?
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| **Participant Pool** (max 150 words)* Indicate ideal number of participants.
* Do they need to be from a specific background, sector, or expertise that would make for valuable contributions?
* Will you recruit participants yourself or need assistance? Describe what kind of involvement is expected (i.e., active discussion, group work, problem-solving).
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| **Draft Schedule & Duration*** Provide a rough outline of the session format and flow, and desired duration
* Highlight any key interactive or breakout components.
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| **Ethics and Related Considerations (if applicable)** * If your workshop involves collecting data, participant input, or recording discussions, please outline any relevant ethics considerations, and how informed consent will be managed.
* Identify any matters relating to intellectual property (IP), confidentiality, commercial-in-confidence content, or potential conflicts of interest, and how these will be addressed.
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| **Tech / Facilities Support Required** * List any platforms, tools, or equipment required
* Describe ideal room set-up
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| **Other Key Components** * Other critical elements (i.e., pre-work, collaboration with other facilitators, room setup, or materials to be distributed in advance.)
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| **Funding & Additional Support*** Is your workshop financially supported or linked to specific projects?
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