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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 |  |
| **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? |  |
| **Workshop Aims** (max 150 words)   * Purpose of the workshop? * What will it help participants understand, explore, or develop? |  |
| **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) |  |
| **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? |  |
| **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). |  |
| **Draft Schedule & Duration**   * Provide a rough outline of the session format and flow, and desired duration * Highlight any key interactive or breakout components. |  |
| **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. |  |
| **Tech / Facilities Support Required**   * List any platforms, tools, or equipment required * Describe ideal room set-up |  |
| **Other Key Components**   * Other critical elements (i.e., pre-work, collaboration with other facilitators, room setup, or materials to be distributed in advance.) |  |
| **Funding & Additional Support**   * Is your workshop financially supported or linked to specific projects? |  |