

# Major Workshop Proposal Guidelines

A complete proposal should include all the elements listed below. It is important for the reviewers to understand the student experiment or activity on which the workshop is based and what the conference participants will do in the workshop. Information on workshop requirements such as equipment and supplies will be collected separately in ProposalSpace, and does not need to be included here.

## 1. Title

Short and descriptive. It should accurately represent the content and objectives of the workshop. Restrict use of abbreviations.

## 2. Presenters and Contact Information

## 3. Summary of the Workshop Activity (300 words)

A brief and clear summary of the main goals and relevance of the experiment/activity, what the students do, what the workshop participants will do, and what the participants will gain from attending this workshop. The summary is posted on the conference website, and this is the main resource that conference participants will use during registration to decide whether this workshop aligns with their interests and goals. The summary will also serve as the abstract for the final article published in *Advances in Biology Laboratory Education*.

## 4. Outline and Description of what Participants will do during the Workshop

Provide a description (200 words) of how you will present the exercise to the conference participants and complete the template laying out clearly each activity to be presented. The workshop format is as follows: first 90 minutes, a 30 minute break, last 50 minutes and 10 minutes for evaluations. We encourage you to budget time for questions and group discussions among the participants at the end.

### Template: Outline for Major Workshop Proposed Activities

Duration		Activity and Exercises
Start	End	
Break (30 minutes)		


**5. Introduction/Background**

Relevance, learning goals, rationality, the class, and student population where the activity is used, and the number of times (length of time) the activity has been conducted. Describe what is novel about the activity or what is its value is to educators outside of your institution. Does this activity complement other courses? What type of lab is this activity- wet, dry, field, hybrid, virtual etc.?

**6. Student Version of the Laboratory Handout**

Resources and materials should be organized in a manner to highlight the hands-on aspects of the exercise. Should include a timeline and overview for how long each activity takes the students to perform. Include examples of student data and any student assessments (lab report guidelines, quizzes, worksheets etc.). Include only materials relevant to the activity and all information instructors require to complete this activity.

Include any special lab safety instructions and/or concerns for this exercise.

**7. Notes for the Instructor**

Provide additional information useful to instructors to be able to deliver this laboratory exercise. Include tips on lesson planning, technical tips and tricks if they apply, common problems, misconceptions, any additional supporting materials, etc.