



## Guidelines for Workshops at the 2023 ASHS Annual Conference

- 1) **Workshops must emphasize participation and group discussion** (e.g., problem-solving, hands-on activities, case studies).
- 2) Workshops are not designed to be content directed from a presenter to the audience only. **Please do not propose a series of speakers each giving long presentations without any time for discussions, questions, or opportunities for audience interactions.** Think more of a contributor (someone who contributes knowledge, or information on techniques, or background) or facilitator (someone who helps to bring about an outcome; such as learning, productivity, or communication).
- 3) Abstracts are not collected from contributors or facilitators, because they should only be giving introductory or background or technical support for the Workshop.
- 4) A presentation summary and designated lead, no longer than one paragraph, is required for each area of the Workshop.
- 5) It is important to focus **on elaborating on the topic, relevance/impact of the topic, a detailed description of the planned format for the workshop, an overview of the goal of the workshop, panel participants, and the importance of their perspectives on the topic and possible case studies.**
- 6) Each approved Interactive Workshop will be allowed up-to three (3) non-member invited contributors with registration waivers **BUT** these invited individuals (and all other contributors/facilitators) must confirm acceptance of the invitation in writing **BEFORE** the Interactive Workshop proposal is submitted.
- 7) The Technical Program Committee will evaluate and approve the workshops for presentation (there will be no more than eight Workshops for an Annual Conference). *Additional opportunities to revise proposals will not be provided.* Any workshops that are proposed and then turned down will be automatically accepted as Professional Interest Group Special Topic Sessions, but with no registration waivers for invited non-members.

Explanation of how the workshop proposals will be evaluated and ranked by the ASHS Technical Program Committee and approved by the ASHS Board is described below.

### **Selection of Workshops to be Presented at the ASHS Annual Meeting**

Workshop proposals will be evaluated on the criteria below. An overall score will be assigned to each proposal based on the point scale for each category as indicated below.

- 1) Emphasis on participation and group discussion? (30 points)
- 2) Detail relevance and impact of the topic? (20 points)
- 3) A detailed description of planned format? (20 points)
- 4) How well overall workshop goals are explained? (20 points)
- 5) Explanation of the relevance/importance of each contributor/ /leader? (10 points)

Ttal Points. (100)