

Workshop Proposal Application

Below is a list of required fields to submit your Workshop proposal for the 2019 ASHS Conference. Please carefully read the instructions below before beginning your submission. When you are ready, you may begin the Workshop Proposal Application. View the Frequently Asked Questions page.

Please note, you must complete your submission on the official site by the deadline designated. You cannot mail or email your submission. All submissions must be completed online on the Workshop Proposal Application.

Step 1 – Set up Session

1. Title of Workshop or Presentation (Please enter in title case, capitalizing only the first letter in each word)
2. Submitter's Full Name (This is the only person who will receive communications from ASHS regarding the workshop.)
3. Submitter's Email Address - All communications regarding the workshop will be with the Submitter only.
4. Professional Interest Group/Committee Sponsor – You must write in one PRIMARY sponsor. Additional Professional Interest Groups can be listed as secondary sponsors but only the primary sponsor will have the group's business meeting incorporated into the session's assigned time.
5. Interest Group Business meeting: You must conduct your primary interest group business meeting as part of the workshop schedule. You will have 1.5 hours for the workshop and 30 minutes for the business meeting.
6. Special Notes: Room will be set theater style. If you need a different configuration, please indicate it in this space. Requests will be evaluated and met based on availability.

Step 2 – Discipline and Commodity

You are asked to identify the closest relevant discipline and the commodity associated with your paper. This field is indexed and searchable on the online program and the Mobile App.

Step 3 - Proposal

1. The provided headings are mandatory. You will not be able to move on and save the text unless all headings have text included in the proposal. There is no word limit.

A workshop should emphasize participation and group discussion, often with problem-solving or hands-on efforts. We encourage those submitting proposals to fully develop the ideas and then plan the session. Developing a proposal completely will allow for the most thorough evaluation. **Please note: developing a session completely does not mean that there must be 90 minutes of scheduled talks as again, the concept is focused on a group discussion of ideas.**

It is more 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, proposed speakers/panel participants and the importance of their perspective on the topic and possible case studies.** Because only twenty-five workshops will be selected for presentation, it is encouraged to be as detailed as possible.

Step 4 - Confirmation

Please review all of the information that has been uploaded during the submission process.

Once information has been confirmed, select "Submit."

You will receive a "submission initiated" email at the end of Step 1 of your submission. A link will be sent to you to use to edit, modify and add to your submission. The link will be active until the submission deadline of March 1.