Workshop Proposal Application

Below is a list of required fields to submit your Workshop proposal for the 2021 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. Please note that all business meetings will take place via Zoom in advance of the Conference.

Step 2 - Proposal

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.

Workshops MUST emphasize participation and group discussion, often with problem-solving or hands-on efforts. **Workshops are not designed to be content directed from a speaker to the audience only. NEW THIS YEAR:** For this reason, abstracts are not collected for individual speakers in a workshop any longer. Once the workshop is accepted, a presentation summary, no longer than one paragraph, will be allowed to be uploaded by the workshop coordinator for each presentation. Please do not propose a series of speakers giving 20 minutes of talks each followed by a panel discussion. If that is your desired format, please consider a Planned Oral instead.

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.

Please note that speakers at the workshop must be able to attend the workshop in person. Individuals registered for the In-Person Conference must be able to participate in the LIVE workshop sessions. Workshops are not live-streamed for virtual attendees. Recordings of the workshops presented will be made available to the Virtual Conference registrants as soon as possible in the weeks following the conference.

Step 3 - 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.