Workshop Proposal Checklist

_	kshop:							
Presei	enter(s):							
Length of workshop: 1 hour 2 hours 3 hours other								
Targe	et Audience:							
Level	l of Participants' Prior Knowle	edge of Topic	Circle one:					
Little/	None Some	Extensive	Teaching					
In wh	hat language will you be preser	nting the works	hop? Circle one					
ASL*	* English	Other						
_	resenting in ASL, which type of applicable:	of voice interpre	etation would you	prefer? Circle				
Micro	ophone/whole audience voicing	Quiet vo	icing section upon	request				
	Requ	uired Attachme	ents					
	Detailed Abstract for Program Book (not to exceed 150 words – 17 lines of type)							
	Presenter's Bio for Program Book (not to exceed 150 words – 17 lines of type) A bio is a short promotional document to highlight why you are the best person to present this workshop. It highlights your most significant accomplishments. It is written for interpreters who come to conference to read.							
	Presenter's Resume A resume is your application to present this workshop. It outlines your qualifications.							
	Educational Objectives (list specific, measurable actions that will demonstrate comprehension and integration of material presented) State what the learner's swill be able to do once they're taken your workshop.							
	Media & Materials List (indicate your print, audio, and visual needs, and who is responsible for providing each)							
	Evaluation & Assessment M participant learning and present How can you show that studen	ntation effective	ness)					

If we select your workshop, you will need to submit presentation materials no later thanfor interpreter review.							
MCDHH can make copies of your handouts if you submit them by:							
Other inform	nation al	bout your presen	tation:				
Fo	or office	use only					
Date Received	:	Received by:	_ Accepted/Denied	Date Emailed			
Required Attac	chments F	Received:					
Abstract	Bio	Resume	Objectives	Media & Materials List			
Evaluation &	Assessm	ent Methods					
Follow-up requ	uests for i	nformation sent:					
Date Final Pres	Date Final Presentation Received:			Print			