

ASMIRT 2027 Conference – Workshop Guidelines

The ASMIRT 2027 Conference Scientific Committee invites proposals for pre-conference workshops to be held on **Wednesday 14 April 2027**. Workshops should deliver meaningful, practical, and engaging learning experiences for attendees and support the professional development of those in the medical radiation sciences.

All proposals will be reviewed and selected by the Conference Scientific Committee Workshop Chairs.

1. Key Requirements

Workshops must:

- Be interactive, engaging, and offer value to attendees in terms of applied knowledge and skill development.
- Address professional development needs or emerging issues in the medical radiation sciences.

2. Workshop Proposal Submission Process

To be considered, all proposals must be submitted using the official [Workshop Proposal Form](#).

The form requests the following:

- Proposed workshop title, duration, and preferred time of day (morning/afternoon).
- Workshops must run for a duration of 1.5 hours, 3 hours, or 6 hours (excluding breaks).
Note: Workshop duration may be modified depending on scheduling needs. If a reduced duration is proposed, organisers must confirm that the revised format remains a standalone, interactive, and high-quality experience.
- Identification of the target audience by modality and experience level.
- A short synopsis (maximum 100 words) outlining the workshop's purpose, aims, and the key issues, skills, or knowledge it will address.
- At least three learning outcomes, written using action-oriented, measurable verbs (e.g., describe, apply, analyse, assess).
- Format and activities, including how the session will be interactive and engage participants.
- Details of pre-reading, materials to be distributed, and any resources needed (e.g., AV, whiteboard, markers).
- A detailed, itemised budget if funding or partial funding is requested (please note that funding is not guaranteed).

3. Submission Deadline

Workshop proposals must be submitted by **Tuesday 8 September 2026**.

All applicants will be notified of the outcome by **late September 2026**.

4. Workshop Confirmation

If your proposal is accepted:

- You will be notified of the proposed time slot and duration.
- You must confirm your acceptance within the timeframe advised.
- If ASMIRT adjusts the workshop duration, you must confirm that the revised format remains suitable as a standalone interactive workshop.

5. Selection Criteria

Workshop proposals will be evaluated based on the following:

- Relevance to medical radiation sciences, professional development, and conference themes
- Degree of interactivity and participant engagement
- Innovation and originality of the content
- Clarity, structure, quality and measurability of learning outcomes
- Practicality and feasibility (logistics, cost, audience size)
- Ensuring diversity and balance across the workshops, with a broad range of topics covering various disciplines, content areas, and modalities, and avoiding any overlap in subject matter.

6. Facilitator Expectations

Facilitators are expected to:

- Confirm appropriate leave and availability to be on-site on Wednesday 14 April 2027, potentially from 8:30am if required.
- Arrive at least 30 minutes before the scheduled start time of the workshop.
- Refrain from directly approaching ASMIRT-invited conference speakers regarding workshop participation. All such requests must be submitted to the ASMIRT Education Manager at tanya.morgan@asmirt.org.
- Notify ASMIRT promptly of any changes to the workshop, including updates to facilitators, resources or participant-specific requirements. Where changes are known in advance, notification should be provided at least two (2) weeks prior to the event.
- Finalise all workshop details—including the names of presenters, panellists, and the workshop program and schedule—no later than four (4) weeks before the pre-conference workshop day on Wednesday 14 April 2027.
- Submit any pre-workshop materials (e.g., pre-readings or surveys) to ASMIRT at least four (4) weeks in advance, or as otherwise agreed. ASMIRT reserves the right to withhold distribution of pre-workshop materials if submitted late.
- Provide ASMIRT with any workshop materials requiring pre-printing at least four (4) weeks before the event. If not submitted by this deadline, facilitators will be responsible for their own printing.
- Coordinate and test any required technology in advance, where feasible.
- Ensure accessibility and inclusivity in workshop delivery, considering factors such as physical accessibility, use of inclusive language, and incorporating varied learning formats.

7. Fees and Registration

- A maximum of two (2) facilitators per workshop will be eligible for discounted registration to the ASMIRT 2027 conference.
- Workshop participants will pay a workshop registration fee, which covers catering, workshop materials and venue costs.
- ASMIRT will manage registration logistics, including ticketing, venue setup, and catering.

8. Promotion

Workshops will be promoted by ASMIRT via:

- Conference website
- eNews and email campaigns (EDMs)
- Social media platforms

Facilitators are strongly encouraged to also promote their workshop within their networks and organisations.

9. Cancellations or Changes

ASMIRT reserves the right to cancel workshops that do not reach a viable number of registrations. Organisers will be notified of any cancellations by late February 2027.

10. Professional Responsibility

Facilitators are responsible for ensuring that:

- All workshop content is accurate and evidence informed.
- Any clinical claims made are supported by relevant and current research.
- Any patient related material must be de-identified.
- ASMIRT is not liable for the content or outcomes of externally developed workshops.

11. Contact and Support

For all queries relating to ASMIRT 2027 workshops, please contact conferences@asmirt.org