**ASMIRT/NZIMRT 2025 - Workshop Proposal**

|  |  |
| --- | --- |
| **Please note,** Workshops will be scheduled to run during Thursday 27 March 2025. Please note that if accepted, your workshop may be scheduled to commence from 9am Thursday morning.  Please return completed proposal as a Word document to [conferences@asmirt.org](mailto:conferences@asmirt.org) | |
| Name of workshop |  |
| Principal organiser/s and contact details | Name:  Job title:  Organisation:  Email:  Mobile: |
| Will the principal organiser/s present and deliver the workshop? | Yes  No |
| **If not,** please advise proposed facilitator contact details  *Please advise details for each facilitator* | Name:  Job title:  Organisation:  Email :  Mobile: |
| Names of assisting facilitators |  |
| Short synopsis (4-5 lines)  *This will be used on website to advertise the event* |  |
| Recommended audience modality |  |
| Learning outcomes  (please provide at least 3 bullet points) |  |
| Activities/format/plan |  |
| Length of Set up/Pack down time required | Set Up Time:  Pack Down Time: |
| Morning or afternoon session preference |  |
| Length of workshop, in hours  (excluding breaks) | 1.5 hours  3 hours  6 hours |
| Minimum number of participants (for optimum learning experience) |  |
| Maximum number of participants |  |
| Ideal room / seating format (open ended rounds (6 – 8 per table) is the default unless necessary) | Cabaret style (open rounds):  If no, reason why?: |
| Is this workshop applicable to a specific vendor?  Please provide details |  |
| **Resources** | |
| Material/s for distribution to participants **at** event |  |
| Pre-reading for distribution **prior** to event |  |
| Materials needed eg:  Butchers’ paper  markers  notepaper and pens on table  Whitboard  etc |  |
| AV Requirements eg:   * Internet connection * Lectern * Laser pointer * Microphone (handheld and/or lapel) |  |
| Do you plan for any online facilitators/presenters via Teams/Zoom?  Please provide details |  |
| Funding requirements -  Please provide itemised expenses |  |
| Other notes |  |