

**Workshop Proposal Submission Form**

The AFN Conference Organising Group (COG) are calling for Expressions of Interest to run a workshop at the 2020 conference. In order to determine the final program, proposals must be completed and submitted by **April 30, 2020** to be considered for inclusion. Please email your workshop proposal in electronic format to **2020afnworkshop@gmail.com**

Final selection will be based on

* how the workshop links to the conference themes.
* what skills participants can add to their Facilitation toolbox

A second call for EOI will only take place if the program is not filled. The results of the workshop selection process will be communicated by June 30, 2020.

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| ------------------------------------------------------------------------------------------------------------------------**Summary Information**Name: Mailing Address: Telephone: (area/country code) Email: I consent to my image being used on the 2020 AFN conference website: . . . . . . . . . Dated: . . / . . / . . |

#### Workshop Title:

**Presenter(s):**

**Organisation(s):**

**Description of Workshop -** including how it fits with the theme of the conference.

(200 words or less)

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**Learning Objectives**

What are the **learning objectives** of your workshop? What do you wish to teach/ impart/ share? Having experienced this workshop, what will participants be able to do / understand / write / explain / embody? A suggestion is to have five or less.

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## How will this workshop contribute to building our AFN community of practice?

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## Workshop Outline

Your workshop should demonstrate best-practice facilitation rather than a lecture.

Please outline the variety of ways in which participants will be engaged for each major element or section of the workshop.

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## Materials and Takeaways

What will you provide to workshop participants for their facilitation ‘tool kit’ that they can take away with them?

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## Logistics

What are your **audio-visual** needs?

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What is your preferred initial **room set-up?** Mark with [x]

[ ]  Cafe tables (seat 4 or 5) or

[ ]  Banquet tables (seat 8 or 10)

[ ]  Chairs in a circle or concentric circles / no tables

[ ]  Chairs facing front (podium or screen at front, no tables)

[ ]  Tables in a U-shape

[ ]  Other (please explain below or attach a separate sheet)

**Tables around the walls, chairs in a circle leaving a large space in the centre.**

What **other support**, if any, will you need to make your session run smoothly?

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There may be participants in your workshop who have **special needs**. If so, would you be prepared to contact these participants in advance of the workshop to discuss their needs in more detail and if possible, to make appropriate adjustments to your workshop design or approach?

**Yes\_\_\_ No \_\_\_\_**

**Workshop length (choose one and mark with** [x] **)**

[ ]  90-minute Workshop

[ ]  180-minute Workshop

[ ]  Other

**Attendee demographic**

In order that participants may select a workshop according to their needs and / or interests, which facilitators would get the most from participation?

[ ]  Emerging

[ ]  Still developing

[ ]  Wisdom Keepers

[ ]  All

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**What is your preferred number of participants?**

Minimum number of participants: Maximum number of participants:

 **Workshop Leaders**

Please attach or include a brief biography for each workshop leader, indicating your experience with the subject matter and in leading workshops. We would also like to know about your professional facilitation experience - your clients, specialties and/or the industries in which you work. If you are not a facilitator, please tell us a bit about your experience in your field.

**Presenter 1** – Biography for Conference program (100 words or less) please attach a photo

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**Presenter 2** – Biography for Conference program (100 words or less) please attach a photo

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**CHECKLIST – Have you completed?** Mark with [x]

[ ]  Required contact information – so we can reach you

[ ]  Detailed workshop outline – inserted into the document

[ ]  All sections of the proposal

In completing your proposal, please use a minimum font size of 12 point

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