



N.C. A&T Aggie Alumni National Convention

WORKSHOP PROPOSAL OVERVIEW FORM

Please use the template below to describe your proposed workshop. We ask that you submit this proposal form, along with any additional materials, via email (in .doc or .docx format) to the Alumni National Convention program chair, Akua Matherson (ajmatherson@gmail.com).

Step One: Please submit the following forms for approval.

<i>Workshop Instructor Information</i>	
Name	Please write your full name.
Organization/Affiliation	Please list any organization, affiliation, or credentials.
Phone	What phone number should we call to contact you?
Email	Please list your preferred email address.
Facilitator's Background	Please provide an explanation of relevant past experience in organizing workshops and/or speaking on the subject matter you have selected:

<i>Workshop Information Overview</i>	
Topic Category	Financial Management Entrepreneurship Political Engagement Diversity and Inclusion Crossing the Digital Divide – Working Globally Social Innovations Social Justice Health and Wellness College Readiness
Workshop Title	Please suggest a concise, attention getting title for your workshop.
Length	How long will the workshop take (MINIMUM one hour or two hours)
Workshop Description	Please write a short description of your workshop for the selection committee, which is no more than 250 words in length. Answer the following questions. <ul style="list-style-type: none"> • What is your workshop's main goal? • Who is your intended audience? • What form will this workshop take? • What activities will be involved?

Handouts, Materials, Supplies	Please list any materials (e.g. audiovisual materials) you may use for the workshop.
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Step Two: Once you have received approval for the “Workshop Proposal Overview Form,” please complete and submit the more detailed plan below.

<i>Detailed Workshop Plan</i>	
Schedule	<p>Please break down the workshop into specific activities with an estimation of time needed for each to fit within your workshop timeframe. Typically, there should be an introduction with visual examples in a presentation system (PowerPoint, Prezi, etc.)</p> <p>All workshops must have participant interaction.</p>
List of Handouts	<p>Provide a list of all handouts here:</p> <ul style="list-style-type: none"> •
Full Workshop Presentation	Provide a finished copy of the full presentation in the presentation format you have chosen (i.e., PowerPoint, Word)
List of Supplies You (or Your Participants) Will Need	<p>LCD projector, lap top Dry erase board with markers (Note: Presenter (s) must provide their own handouts)</p>