**Workshop in a Box Proposal Application**

Submit proposal to [speakers@wef.org](mailto:speakers@wef.org)

1. **Submitter Information**

Name:

Title:

Company/Organization:

WEF Member Number:

1. **Proposed Title of Workshop:**
2. **Proposed Date(s) and Location**

Proposed Date(s):

Are these Flexible? Yes or No

Venue?

Is this event repeatable? Would you be interested in/willing to bring it to a second location?

1. **Audience and Need**

Identify the target audience and need for the workshop. If this workshop was presented at WEFTEC or a WEF specialty conference, provide justification for why it needs to be held again and what improvements you have made since it was last presented.

1. **Goal(s)and Learning Objectives**

Review [this guidance document](https://wef.sharepoint.com/:b:/g/EXx9z3IwGNlLhjE4mvwC7e8BbOWLbYIy7Rb_nUDSQO5gXA?e=7GsWkS) on writing learning objectives before submitting. List the broad goal(s) and (3-5) specific learning objectives for the workshop. The goal(s) should be specific changes in policies, programs, personal competence, resources, etc. that will result from this workshop.

1. **Significance and Relevance to Current Water Industry Trends or Future Innovations**

Indicate why the workshop is important and innovative to the water industry. Describe a problem you see in the water/wastewater industry and how this event will help to solve it.

1. **Program Agenda**

Provide a draft workshop agenda and detail any interactive program elements. Remember to include breaks and lunch depending on the length of the workshop.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| ***TIME*** | ***TOPIC/ACTIVITY*** | ***FACILITATOR AND AFFILIATION*** | ***FORMAT of ACTIVITY*** | ***OUTCOME of ACTIVITY*** |
|  |  |  |  |  |

1. **Marketing Description**

Provide a short, 2-3 sentence description of this event to be used on social media.

1. **WEF Strategic Plan Alignment**

Please demonstrate how your proposal aligns with the [WEF Strategic Plan](https://www.wef.org/about/Governance/wef-water-future/).

1. **Participant/Partner Involvement**

Indicate how the targeted audience and other partners are involved in setting goals, objectives, plans of action, and program implementation. How are other groups providing support for this workshop?

1. **Project Action Plan/Next Steps**

List the proposed action plan, outcome(s) and/or next steps of the workshop, including any deliverables that will be produced.

1. **Speaker/Facilitator Contact Information and Bios**

Provide a paragraph bio for all speakers/facilitators. Speakers and facilitators should be from diverse organizations/companies.

1. **Budget and Budget Justification**

Provide an itemized, detailed budget with justification of the costs that explains why each expense for the workshop is needed. Expected costs could include but are not limited to:

* + Meeting room rental
  + Audio-Visual equipment rental (projector, screen, microphones, audio mixer, laptop, internet connectivity, etc.)
  + Audio-visual technician/support
  + Food and beverage
  + Materials/Resources produced (e.g. copies, printing, etc.)
  + Workshop supplies (e.g. flipcharts, markers, pens, paper, etc.)
  + WEF may be able to provide travel assistance for speakers and facilitators, but no honorariums will be paid.

1. **Sponsorship**

Identify companies and/or contacts who may be interested in sponsoring.

1. **Letters of Support**

Please remember to include letters of support from an MA, a WEF community, a utility partner. Please include these as attachments along with your emailed application.