## WEFTEC® 2026

# Workshop Proposal Form

**New Orleans, Louisiana, USA | September 26 – September 30, 2025**

**PROPOSAL DUE DATE:** **November 14, 2025**

*Please send this to* [*ktyler@wef.org*](mailto:ktyler@wef.org) *in Word, please do* ***not*** *PDF the final version. Also make sure that 1 person fills out the following workshop checklist: https://forms.office.com/r/aGxFiB1E7d*

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**1. Title***(10 words or less let’s people know what they will be attending)***:**

**2. Sponsors** *(list only those who you have confirmed sponsorship from!)*

**a**. **Name of Proposed Primary Sponsoring WEF Community and/or Joint Primary Sponsors:**

*This should be the name of the community that will provide primary guidance and input. NEW for 2025- we welcome a joint primary sponsor (i.e. a collaborating community) where it makes sense. Note the joint primary sponsor must provide feedback and input on the proposal.*

**b. (Optional) Secondary Sponsor including Other WEF Communities:**

**3. Workshop Leaders:**

## Workshop Chair

## Name:

**Company/Institution:**

**Phone:**

**E-Mail:**

## *Brief summary of workshop leaders relevant experience:*

## Workshop Co-Chair or Vice Chair

## Name:

**Company/Institution:**

**Phone:**

**E-Mail:**

## *Brief summary of workshop leaders relevant experience:*

**4. Workshop Facilitators:** *Add more facilitators as needed. Note, we consider ALL speakers as facilitators as they are expected to serve as both. Provide all the requested information. Make sure ALL facilitators/speakers complete their online confirmation of participation: https://forms.office.com/r/SB9MtfugU7*

**Total # of Facilitators (including Chair/Co-Chair):**

*If you are over the limit as set forth in the guidance document (which does not include chair and vice chair), please explain why you need the additional facilitators.*

## Speaker/Facilitator #1

## Name:

**Company/Institution:**

**Email:**

**Topic and Expertise:**

**5. Description Of Workshop** *(up to two pages):*

**6. Short Description** *(75 words or less- for marketing purposes):*

### 7. Learning Objectives (make certain your objectives follow the PDF guidance document which is online):

**8. Describe the Interactive Components of the Workshop:**

**9. If this has been presented at WEFTEC before, what improvements/changes have been made?**

**10. Who Should Attend** *(be as specific as possible):*

**11. Are there any Prerequisites for the Workshop?**

**12. How does each portion of the interactive component support the topic in the agenda?**

Please provide highlights of the activity, engagement, and discussions that will comprise the interactivity for each Agenda Item

### Agenda – is now at the bottom of the proposal. You must provide a complete agenda for the workshop following the format indicated below.

13. Materials for the Day

Please briefly describe what format your handouts will take and how they will support the learning activities that will take place*. (WEF no longer prints the PowerPoint presentations and expects each workshop to create a workbook that enhances the learning experience and increases the retention of the material.*

14. Day and Time of Workshop

**a.** This workshop should be held on: **q Saturday** **q Sunday**

**b.** Please attempt to avoid conflicts with the following WEFTEC® events:

**c.** The workshop will last q **a half day** (8:30 a.m. – 12:00 p.m.) or

q **a half day** (1:30 p.m. – 5:00 p.m.) or

q **a full day** (8:30 a.m. – 5:00 p.m.)

**15. Attendance Information**

**a.** Estimate the number of attendees you anticipate for your proposed workshop. \_\_\_\_\_

**b.** Is there a maximum number of people who can attend this workshop?

q Yes How Many? q No.

**c.** If you answered yes, please explain the reason for the limit.

### 16. Audio Visual

**Note:** Select your A/V carefully as this impacts the cost of your workshop. We price your workshop based upon the information below and cannot easily add items that cost additional money. Once this information is confirmed, **you will NOT be able to order additional equipment later in the summer or onsite at WEFTEC**. If you have any questions, please call Mary Ann Linder at 1-703-965-3693.

### The standard Audio-Visual equipment set-up includes an LCD Projector, Screen, Presentation Laptop, and a Podium with Microphone.

* Additional Microphone(s) for presenters
* Wireless Lavaliere Microphone à Number Requested: \_\_\_\_\_\_
* Tabletop Microphone à Number Requested: \_\_\_\_\_\_
* Microphone(s) for audience participation
* Aisle Microphone à Number Requested: \_\_\_\_\_\_
* Handheld Wireless Microphone à Number Requested: \_\_\_\_\_\_
* Flip Chart Package (includes one stand, one pad of paper and markers) à Number Requested: \_\_\_\_\_\_
* Additional Flip Chart Paper Pad à Number Requested: \_\_\_\_\_\_
* Additional Markers à Number Requested: \_\_\_\_\_\_
* Monitor(s) Number Requested: \_\_\_\_\_
* Additional Laptop(s) Number Requested: \_\_\_\_\_

(Monitors and laptops are for demonstrations, exercises, etc. Computer rentals are very expensive. If possible, please ask facilitators to provide additional computers for running exercises, etc.)

* Charging Stations

(Due to convention center fees, we can no longer provide individual outlets for each attendee. Charging stations will be at the back of the room and attendees are encouraged to bring a fully charged computer.)

### 17. Internet

*Basic Wi-Fi will be available in convention center meeting rooms (1Mbps to 2Mbps bandwidth per connected device). Additional hardwired connections and greater bandwidth Wi-Fi is cost-prohibitive and will not be considered unless justified below. Please note, requesting one starts a discussion and does not guarantee a hardwired connection.*

Does the presentation management laptop need a hardwired internet connection to accommodate large data downloads/uploads and/or streaming media?

q Yes q No

If yes, please explain why you need this:

### 18. Modeling Workshops

Is this a modeling workshop?

q Yes q No

If yes, will participants need to bring their own laptop and download software for the modeling exercises?

q Yes q No

Please describe the plan to get the modeling software on the attendees’ laptops, if applicable.

### 19. Exhibitor Equipment Needs

* I DO NOT need special equipment for this workshop that will need to be shipped or obtained from an exhibitor.
* I DO need special equipment for this workshop that will need to be shipped or obtained from an exhibitor at WEFTEC 2025. (If checking this- please contact Mary Ann Linder at 703-965-3693. You must contact her prior to January 1, 2025 as this may impact your costs! )

## 20. Room Setup

**Presenters / Facilitators Seating:**

* Head Table on stage (for panel discussion) How many chairs at the head table: \_\_\_\_\_\_

\*Please note that we can only accommodate a maximum of **4** presenters at the head table.

* Table(s) for Facilitators (if facilitators will not be seated at participants’ tables). \_\_\_\_\_\_

**Attendee Seating:**

* Classroom Style (rectangular tables with chairs)
* Rounds (round tables with 8 to 10 chairs) How many seats per table? \_\_\_\_\_\_\_\_\_\_
* Crescent Rounds (round tables set with 6 to 7 chairs)
* Special set. If workshop requires a special set up because of equipment displays, laboratory demonstrations, computers, etc., you must attach a diagram showing exactly how the room is to be set.

### Agenda

### Remember to include the Networking Breaks (10:00 –10:30 a.m.; 3:00-3:30 p.m.) and Lunch (12:00 noon-1:30 p.m.)

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