

# HFES 2019 Annual Meeting – Workshop Information Form

Complete this form and upload it at the [online submission site](#).

All workshops take place on Monday, October 28, 2019. **NOTE:** It is not necessary to format your workshop proposal according to the two-column page layout for other types of proposals. In addition, there is no page limit for workshop proposals, and full presenter information must be submitted.

Each section below must be completed and included as your summary. Be sure to include every section to ensure proper review of your proposal.

## 1. WORKSHOP TITLE:

## 2. BIOGRAPHIES (Enter additional biographies as needed)

Presenter #1:

Presenter #2:

Presenter #3:

**3. SUMMARY (350 words maximum).** This text will be presented in paragraph (not list) form and used to market your workshop, so please be sure to make the language clear and compelling.

- a. Why this workshop is important:
- b. Material to be covered:
- c. What participants will learn:
- d. Knowledge/expertise participants will need prior to the workshop:
- e. Who should take this workshop (within or outside the HF/E field):
- f. Materials or equipment (e.g., computers) participants must bring with them to the workshop:



**7. OPTIONAL: FURTHER DETAILS ABOUT THE INFORMATION PROVIDED IN THE TABLE ABOVE THAT WILL HELP THE REVIEWERS EVALUATE YOUR PROPOSAL.**

**8. LIST OF THE AUDIOVISUAL, VIDEO, COMPUTER, OR OTHER EQUIPMENT YOU WILL NEED IN THE SESSION ROOM.** An LCD projector and laptop computer (PC) is provided for the presenter's use. Because attendance is limited to 40, a microphone is usually not necessary.

**NOTE:** Costs of audiovisual equipment are factored into the workshop fees. Although we encourage presenters to request equipment adequate to their needs, workshops with very high AV and computer requirements may be vulnerable to cancellation due to low enrollment.

Please indicate quantity of the following items:

PCs for attendees (sharing of each computer by at least two people is recommended)

Macs for attendees (sharing of each computer by at least two people is recommended)

Whiteboard and pens

Flipchart and pens

Patch in to sound system

DVD player and monitor

Internet access for presenter only

Internet access for presenter and attendees

Special room setup (explain in detail and include a diagram if possible)