

FNCE 2024 | Developing Your Workshop Proposal

The following are the key elements of your workshop proposal. You may download our 2024 Workshop Proposal Form to compile this information before entering it into the submission site.

We are seeking interactive workshop proposals focused on engaging participants and creating a dynamic learning environment for both pre-conference and mid-conference workshops. The Committee for Lifelong Learning will make the final decision on the workshop’s timing, considering factors such as overall program needs and the maximum number of attendees that can be accommodated.

Title: Provide a creative title that accurately describes the workshop content

CPE Level: Identify the CPE Level.

- Level 1: Basic, requires no prior knowledge/experience
- Level 2: Intermediate, requires some prior knowledge/experience
- Level 3: Advanced, require an expert level of knowledge/expertise

Define the Workshop Objectives: Clearly define the objectives of your workshop. What do you want participants to learn or achieve by attending? Determine the key takeaways and outcomes you want to deliver.

Description: Provide a two- to three-sentence focus statement explaining the workshop content and rationale for the presentation to conference attendees. If accepted, this will be used in marketing materials.

Format: Think about the most effective format for your workshop. Consider options such as group discussions, hands-on exercises, case studies, role plays, or breakout sessions. Select a format and duration that allows for maximum participant engagement and interaction.

Maximum Attendees: FNCE® workshop rooms have a capacity range of 30-250 attendees. Please specify the maximum number of attendees that can be accommodated, based on the number of facilitators proposed.

Workshop Outline: Provide a detailed outline for your workshop, including an agenda and a breakdown of the topics or activities you plan to cover. Ensure that the content flows logically and incorporates interactive elements such as:

- Group discussions: Divide participants into smaller groups to discuss specific topics or case studies. Provide guiding questions to stimulate conversation.
- Hands-on exercises: Include practical activities where participants can apply the concepts they learn.
- Q&A sessions: Allocate time for participants to ask questions. Encourage an open and inclusive environment where everyone feels comfortable contributing.

AV/Equipment Needs: Please provide a description of any specific requirements such as seating arrangements, audiovisual (AV) equipment, props, or additional materials needed for your workshop. While we cannot guarantee that we can accommodate all requests, we will make every effort to work with the program planner and to best meet your needs.

Workshop Benefits

| Lead Workshop Facilitator (maximum of 2) The Lead Facilitator is responsible for planning, organizing, and executing the workshop. This role will guide discussions, present content, and foster an interactive learning environment to engage participants. | | Workshop Co-Facilitator The co-facilitator will aid lead facilitator(s) throughout the workshop with demonstrations, breakout groups, etc. | |
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| <p>Member</p> <ul style="list-style-type: none"> • Complimentary FNCE® registration and session recordings access for 12 months • \$700 honorarium | <p>Nonmember*</p> <ul style="list-style-type: none"> • Complimentary FNCE® day pass • Round-trip coach flight, one night lodging, one day per diem (per city standard) • \$500 honorarium | <p>Member</p> <ul style="list-style-type: none"> • Complimentary FNCE® registration and session recordings access for 12 months | <p>Nonmember*</p> <ul style="list-style-type: none"> • Complimentary FNCE® day pass |