EMWA Professional Development Programme

**[Workshop title]**

**[Level[[1]](#footnote-1) and planned length[[2]](#footnote-2)]**

**[Name and affiliation of workshop leader(s)]**

**Checklist − Material to submit for a new workshop**

[Before sending your ‘final draft’[[3]](#footnote-3) workshop materials to your mentor for EMWA Professional Development Committee (EPDC) review, please tick the boxes below to confirm that you have included the relevant documents. You can talk to your mentor about when each of these items is needed (e.g. the abstract and pre-workshop assignment are required before the conference registration opens, but the slides can be sent later). Please note that the EPDC will also review your slides, so make sure they are ready far enough in advance of the conference. The completed checklist should also be sent to your mentor.]

|  |  |
| --- | --- |
| Abstract  |  |
|  |  |
| Workshop outline |  |
|  |  |
| Pre-workshop assignment |  |
|  |  |
| Post-workshop assignment |  |
|  |  |
| Workshop slides, and other material to be used during the workshop |  |
|  |  |
| Workshop leader biography |  |

1. Foundation or advanced [↑](#footnote-ref-1)
2. 3 or 3.5 hours [↑](#footnote-ref-2)
3. Final draft means that the materials are finalised from the point of view of the workshop leader, but changes may be requested by the EPDC. [↑](#footnote-ref-3)