EMWA Professional Development Programme

**[Workshop title]**

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

**Workshop Proposal Form**

*Please read the notes on workshop format, below, if you are not familiar with EMWA workshops. You can also look at abstracts for other workshops in the* ***EMWA Professional Development Programme (EPDP) brochure*** *on the EMWA website.*

**Participant profile**

[Describe who will benefit from this workshop in light of the objectives. What level of experience (if any) should participants have in this or any related topic? Mention any prerequisites, e.g. other workshops that should have been completed previously. State whether this workshop should be completed before attending another workshop.]

**Objective**

[State how the workshop corresponds to medical writers’ needs in this field and describe the knowledge and skills that participants will acquire.]

**Content**

[Describe the topics that will be covered, how the objectives will be achieved, and what will be involved. There should normally be at least one practical exercise (or two exercises if short), as well as lecture content. Give details of planned exercises if you have them; if not, this can be decided later.]

**Pre-workshop assignment**

[Describe the proposed pre-workshop assignment. There should be some form of assignment, even if it is only background reading or internet research. Pre-workshop assignments are not usually assessed, but must be completed and submitted before the workshop for the participant to be eligible for credit. Completion of reading assignments has to be taken on trust. The assignment should take between 1 and 2.5 hours to complete.]

**Post-workshop assignment**

[The post-workshop assignment is assessed. It should test knowledge or ability in at least one core aspect of the workshop topic and may be a test or a written exercise. It should take between 1.5 and 3 hours to complete.]

**Leader’s qualifications and experience**

[Please state your experience of the workshop topic. Please give details of relevant academic qualifications, relevant professional experience and your current job title and company. Please keep this brief (a 150 word limit as required for the workshop leader biography) unless you think additional information is essential for the EMWA Professional Development Committee (EPDC) to consider your proposal.]

**Leader’s contact details**

|  |  |
| --- | --- |
| Email |  |
| Phone number |  |

***Format of EMWA workshops***

*Foundation workshops are 3 or 3.5 hours long; advanced workshops should always be 3.5 hours. Both types of workshop have a refreshment break of 15–20 minutes.*

*The maximum number of attendees is usually 32 for foundation workshops and 20 for advanced.*

*If your workshop proposal is accepted, you will be assigned a mentor, usually a member of the EPDC or an experienced workshop leader, who will offer advice and support. In the meantime, feel free to contact the Education Officer (**education@emwa.org**) if you have any queries, or to discuss ideas.*