Request for Proposals:
2018 Fall Pre-Conference Workshop

APPAM is will host a workshop on Wednesday, November 7, 2018, just prior to the start of the 2018 Fall Research Conference: *Evidence for Action: Encouraging Innovation and Improvement.* APPAM has held several of these workshops with APPAM Institutional Members creating the content.

We invite all APPAM Institutional Members to submit a workshop proposal on an emerging policy area or topic of interest such as methodology, management topics, or timely research. The topic does not have to correspond with the overall Fall Research Conference theme. Proposals are encouraged to be original in design and attract a broad audience of about 150 participants. Proposed workshops may take any format including, but not limited to, hands-on demonstrations or seminar style sessions. Examples of past pre-conference workshops included big data, microsimulation models, and policy engagement.

Proposals will be reviewed by APPAM leadership and the APPAM Meetings Committee.

Additional Workshop Logistics

Time and Location –
The pre-conference workshop will be a half-day event on Wednesday, November 7, 11:00 – 4:00 pm. The workshop will be held at the Marriott Wardman Park in Washington, DC, the Fall Conference host hotel.

Available Space –
The workshop must fit within the available meeting space. There will be one large, general session room and three smaller breakout rooms available for use.

Meals and Refreshments –
All workshop attendees will receive lunch and there will be at least one coffee break during the event.

Costs and Logistics –
APPAM will cover all costs and handle all the logistics associated with the workshop. We will charge an additional registration fee for this workshop, apart from our Fall Conference registration fee. Your organization will be noted as the organizer of the workshop, but if you would like to have additional branding, including logo recognition, sponsorships are available.

All proposals are due to the APPAM office no later than May 11, 2018. For any questions regarding the submission process or the 2018 Fall Research Conference, please contact Tristanne Staudt, info@appam.org.

Required Information for Submission

1. **Organizer(s)**
    - Name, Organization, Title, Email Address

2. **Contact Person (if other than the organizer)**
    - Name, Organization, Title, Email Address

3. Proposed Title

4. Abstract

- A brief abstract of the proposed workshop (no more than 500 words)

5. Format

- Description of the format such as general sessions, concurrent sessions, demonstrations, etc. Please include time frames as well.

6. Suggested Panelists/Participants

- Names and organizations of the panelists/participants to be invited to speak. Please consider the diversity of participants in respect to race, gender, ethnicity, geography, and organizational affiliation

7. Objectives, Goals, and Takeaways

- Description of anticipated goals and outcomes for the workshop.

8. Target Audience

- Describe the target audience and an estimation of the number of participants.

9. Relevance

- If the workshop supports the conference theme, *Evidence for Action: Encouraging Innovation and Improvemen*t, how does it do so? If it does not support the theme, how is the workshop timely and relevant to the policy field?