



Request for Proposals: **2020 Fall Pre-Conference Workshop**

APPAM is will host a workshop on Wednesday, November 11 just prior to the start of the 2020 Fall Research Conference: *Research Across the Policy Lifecycle: Formulation to Evaluation and Back Again*. 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 them, though it should be able to translate to a virtual format, should that be necessary. Proposals are encouraged to be original in design, include speakers from a variety of organizations, 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 11, 11:00 – 4:00 pm. The workshop will be held at the Washington Marriott Wardman Park Hotel 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 June 12, 2020. For any questions regarding the submission process or the 2020 Fall Research Conference, please contact Tristanne Staudt, tstaudt@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 as how the workshop can be executed in a virtual format, if necessary.

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

- How is this workshop proposal relevant in terms of 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 of *Research Across the Policy Lifecycle: Formulation to Evaluation and Back Again*, but if it does, how is this reflected in the proposal?