



## **Request for Proposals: 2021 Fall Pre-Conference Workshop**

APPAM will host a workshop prior to the start of the 2021 Fall Research Conference: *The Power of Inclusion: Incorporating Diverse Voices in Public Policy Analysis and Management*. APPAM has held several of these workshops with APPAM Institutional Members creating the content. This year, APPAM is giving the workshop organizer the option of hosting this event virtually or in-person.

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, 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 have two options:

- 1) A half-day event on Wednesday, November 10, 11:00 – 4:00 pm. The workshop will be held at the JW Marriott Austin in Austin, Texas, the Fall Conference host hotel.
- 2) A half-day virtual event held the week of October 25, 2021. The event will be hosted via Zoom and timing is flexible but should accommodate attendees in all U.S. time zones.

#### **Available Space**

If an in-person event is selected, the workshop must fit within the available meeting space. There will be one large, general session room and one smaller breakout rooms available for use.

#### **Meals and Refreshments**

All workshop attendees will receive lunch and 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 Research 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 July 30, 2021. For any questions regarding the submission process or the 2021 Fall Research Conference, please contact Samantha Oliver Thomason, [soliver@appam.org](mailto:soliver@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. Location:** *(please select one option)*

In-Person

Virtual

Either In-Person or Virtual

### **4. Proposed Title**

### **5. Abstract**

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

### **6. 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.

### **7. 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.

### **8. Objectives, Goals, and Takeaways**

- Description of anticipated goals and outcomes for the workshop.

### **9. Target Audience**

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

### **10. 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 *The Power of Inclusion: Incorporating Diverse Voices in Public Policy Analysis and Management*, but if it does, how is this reflected in the proposal?

**11. Virtual Engagement –**

- If you selected “Virtual” or “Either” for question three above, please elaborate on how you’ll keep the virtual audience engaged and how you’ll encourage audience interaction and discussion. For example, start the day with a group exercise or icebreaker, utilize the Zoom breakout rooms to foster small group discussion, incorporate polls throughout the session to get stats from the audience, have individuals from your organization in the audience to ask questions and to help spark conversation, etc.