



PRE- AND POST-CONFERENCE WORKSHOPS

ITAA Annual Meeting – Bellevue, Washington
October 28-31, 2009

Proposals must be submitted electronically by March 15th to maryanne@itaaonline.org & sschofi1@kent.edu

- WHO:** Proposals are invited from current ITAA members. Coordinator must be a member.
- WHAT:** Pre- and post-conference workshops held before or after the conference may include presentations, panels, group discussions, invited speakers, or any other program which may be of interest to members.
- FORMAT:** Workshops may be ½ to 1½ days. Any special facilities or equipment are the responsibility of the workshop coordinator. Number of attendees can be specified. Workshops must be self-supporting and require a minimum of \$10 registration fee to cover registration and meeting room, collected at time of registration for the annual meeting.
- PROCEDURE:** Proposals (PDF files), no more than **2 single-spaced pages**, must be submitted electronically by March 15. Names of presenters and moderators must be confirmed prior to submission. **Create a unique file for each proposal.** Name the file with the coordinator's last name, followed by an abbreviated title, such as SmithTeachingWorkshop.pdf. The file should not be over 2MB. Each proposal should include:
- A. Summary description (30 words or less) for the printed program
 - B. Name, address, email address, affiliation, and daytime phone number of coordinator
 - C. Title of session
 - D. Type of workshop (panel, speaker, etc.)
 - E. Length of workshop
 - F. Source of submission (individual, group, ITAA committee, etc.)
 - G. General content of workshop and names of presenters
 - H. Benefit of workshop to members
 - I. Time frame of workshop organization (if call for participants is required)
 - J. Minimum and/or maximum number of attendees
 - K. Detailed budget for the workshop. ITAA provides meeting room and possibility of borrowing an LCD projector only. The itemized budget must include all other costs, including a minimum service fee of \$10, and screen rental, other equipment, beverage break, and speaker fees if applicable. Submitters should contact the conference chair prior to preparing budgets to secure hotel costs for refreshments, request use of an LCD projector, and to gain approval for speaker fees etc.
 - L. Whether you are also submitting this proposal for a regular research / teaching presentation
- SELECTION:** Proposals will be evaluated on the following criteria: (1) Benefit of the session to ITAA members, (2) Relationship of the session to the theme of the conference, and (3) Quality of the proposal.
- SUBMISSION:** Proposals **must be submitted electronically** to the ITAA Executive Director at maryanne@itaaonline.org and VP of Scholarship sschofi1@kent.edu by **March 15, 2009**. (PLEASE NOTE: this is a number "1" and not the letter "L").
- FOLLOW-UP:** Workshop Coordinator will receive email confirmation of receipt of the proposal when the submission has been received. The ITAA Council will review proposals. By May 1, the Workshop Coordinator will be notified of outcome, workshop scheduling, and pertinent guidelines. Guidelines for preparation of a paper on the workshop (6 page maximum) will be posted at www.itaaonline.org. Proceedings copy and the signed copyright agreement (PDF) must be sent electronically to Proceedings@ITAAonline.org within 30 days after the annual meeting. The copyright agreement is posted on the website under "Calls, Annual Meeting."