



## 2019 Aggies Leading the Way! Undergraduate Leadership Conference Information Required for Workshop Proposal Form

### Workshop Information

<b>1. Preferred Workshop Category</b>	<i>Choices: Finding, Building, or Sharing</i>
<b>2. Session Time</b>	Select any/all session timeframe(s) you would be available to facilitate <i>Times are approximate and will be confirmed prior to the conference</i> <i>Choices: 11:15-12:15, 1:15-2:15, or 2:25-3:25</i>
<b>3. Workshop Title</b>	<i>60 characters or less</i>
<b>4. Workshop Description</b>	<i>Will be published on conference website and program; 750 characters or less</i>
<b>5. Learning Objectives</b>	List 2-3 bullet points completing the following statement with concepts and skills students can gain from your workshop. <i>At the end of your workshop, students will be able to...</i>
<b>6. Theme and Category Connection</b>	Indicate how your workshop content connects to the conference theme (The Leader in You) and the workshop category you selected (Discover, Build, or Share)
<b>7. Facilitation Style</b>	<i>Provide a brief overview of how you will facilitate audience interaction, connection, and engagement (e.g. game, small group discussion, role play)</i>
<b>8. Equipment and Materials</b>	Please select AV, materials, and other special room requests for your workshop. Select all that apply; subject to availability. <i>Choices: Laptop, Projector, Audio/Speakers, Internet Access, Flip Chart Paper, Markers, Copies of Handouts, Other (please specify)</i>

### Facilitator Information

<b>9. How many facilitators would be a part of the proposed workshop?</b> <i>Maximum of 2; Choices: 1, 2</i> If two facilitators are selected, the following information is requested in the proposal for both; the first person listed should be the primary point of contact for the workshop. Questions then repeat for the second facilitator below.	
<b>10. First and Last Name</b>	<i>As it will appear on your name tag</i>
<b>11. Email Address</b>	
<b>12. Gender Pronouns</b>	<i>As they will appear on your nametag; Choices: they/them/theirs, she/her/hers, he/him/his, xi/hir/hirs, I prefer not to list my pronouns, other (please specify)</i>
<b>13. Affiliation Status</b>	<i>Also list your Department/Organization; Choices: UCD Staff, UCD Faculty, UCD Graduate Student, UCD Undergraduate Student, Off-campus professional</i>
<b>14. Business Address, State, Zip Code</b>	<i>Due to campus policy, all non-UCD affiliated presenters will need to list a business address.</i>
<b>15. Phone Number</b>	
<b>16. Facilitator Biography</b>	<i>Please describe your educational background, field of interest, and personal fun fact. Biographies will be published on the conference website and program. If you are co-presenting, please list biographies separately. (800 characters or less per biography)</i>
<b>17. Meal Preferences</b>	<i>Workshop facilitators are welcomed to join participants during continental breakfast and lunch. So that we can get an accurate count for ordering purposes, please select if you would like breakfast and/or lunch.</i>
<b>18. Meal Preferences continued</b>	Indicate any dietary restrictions or needs you might have. If you have no restrictions, leave blank.
<b>19. Accommodation Needs</b>	<i>If you are not requesting any accommodations, leave blank</i>
<b>20. T-Shirt Size</b>	Long-sleeve, unisex; <i>Choices: X-Small, Small, Medium, Large, X-Large, 2X-Large, 3X-Large, 4X-Large</i>