



## Workshop Submission Instructions

Proposals due **December 4, 2021.**

The Society for Benefit-Cost Analysis is now accepting proposals for continuing education workshops, to be provided online throughout the year.

To submit your workshop proposal using our online form, you will need to provide the following information.

- Contact information: provide for the workshop organizer and each additional instructor.
- Workshop materials: describe handouts, files, data, and other materials to be provided to attendees, if any.
- Workshop objectives: describe what you anticipate participants will learn.
- Instructor biographies: summarize instructor(s) background and qualifications (80 words or less per instructor).
- Experience: describe your team's experience with similar workshops or events.
- Workshop schedule: indicate the overall length of each session, the number of days, and the preferred dates if any.
- Workshop title: provide a short descriptive title, suitable for posting on the SBCA website (80 characters or less).
- Workshop description: provide a description suitable for posting on the SBCA website (300 words or less), including as relevant a brief overview; a summary of the format; a summary of the content; the target audience(s); professional development goals; and any prerequisites or requirements (e.g. a basic understanding of statistics).
- Workshop agenda: topics, speakers, and approximate times for each component of the workshop (300 words or less).

Please see the [SBCA website](#) for more information.

Submission of a workshop proposal is viewed as a firm commitment to organize and offer the workshop if accepted.