



**Physician Assistant Education Association
(PAEA) Pando Workshop Committee
Workshop Proposal**

General Information

- The Pando Workshop Committee is pleased to consider proposals for their workshops. The number of proposals accepted is based on space availability and relevance of the proposal to the membership.
- In order to ensure that full consideration is given to each proposal, please be sure to include all information requested below.
- Questions should be directed to Sheryl Vermont, Director of Meetings, PAEA, (703) 667-4336 or svermont@PAEAonline.org

Proposed workshop title:

Date of proposal submission: _____

Proposed timing: *(Please check all that apply)*

- Fall: in conjunction with PAEA Education Forum
- May/June: PAEA Presentation (in conjunction with AAPA Annual Conference)
- Spring: as part of the Pando Workshops

Ideal certificate program length:

- Half Day
- Full-day
- Two-days
- Other _____

Primary target audience: (check only one)

- All faculty
- Academic Coordinators
- Clinical Coordinators
- Program Directors
- Medical Directors
- Deans
- Support staff
- Admissions staff
- Other: _____

Secondary target audience: (check all that apply)

- All faculty
- Academic Coordinators
- Clinical Coordinators
- Program Directors
- Medical Directors
- Deans
- Support Staff
- Admissions staff
- Other: _____

Workshop Leader

Name: _____
Title: _____
Affiliation: _____
E-mail : _____
Phone: _____

Have you presented at a PAEA conference in the past?
____ Yes ____ No

Additional workshop faculty and institutional affiliations:

Please include the following with the proposal:

1. Supporting documentation

- A. Workshop rationale including how it will meet the needs of the membership
- B. Workshop goals and learning objectives
- C. Proposed agenda to include discussion items and timing of the program
- D. Credentials / relevant experience of presenters
- E. Budget (including any external funding sources such as grants.)

2. A CV for the certificate program leader and presenters.