



# PAEA Workshop Committee Workshop Proposal

## General Information

The PAEA 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 Justine Mitchell, Senior Administrative Associate, Learning, (703) 667-4346 or [jmitchell@paeaonline.org](mailto:jmitchell@paeaonline.org).

### Proposed workshop title:

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**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 PAEA Workshops

### Ideal workshop 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**