TIPS FOR A SUCCESSFUL WORKSHOP

- Match the meeting with your SKILL SET, INTERESTS, and PASSIONS
- READ the call for submissions carefully
- Consider a NOVEL approach to a recognized topic
- Use DESCRIPTIVE language
- Consider COLLABORATORS from multiple disciplines and/or institutions
- Problem - Gap - Hook
- Take a risk: say "YES!"
- Prioritize ACTIVE LEARNING
- Employ different teaching modalities to ENGAGE and SOLIDIFY
- Map out the schedule; leave a BUFFER
- PROOFREAD your slides
- UPLOAD your slides as instructed
- Request appropriate EQUIPMENT
- Consider creating an EVALUATION
- Have BULK handouts
- Arrive EARLY
- Analyze the SPACE
- TEST the equipment
- Prepare to call an AUDIBLE