**WORKSHOP PROPOSAL**

**WISCONSIN WETLANDS ASSOCIATION’S**

**25th ANNUAL WETLAND SCIENCE CONFERENCE**

**February 18-20, 2020, Elkhart Lake, WI**

1. **Workshop title/name:**
2. **Workshop organizer(s)/teacher(s)**

*Insert additional rows as necessary*

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| --- | --- | --- | --- |
| **Name** | **Affiliation** | **Phone** | **Email** |
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1. **Brief (less than 300 words) description of the workshop** (including format and what attendees might expect to learn, for inclusion in the conference program, should the workshop be accepted).
2. **Statement about how the workshop can benefit attendees and the wetland community**
3. **Proposed workshop duration, format, activities, and schedule**
4. **Costs that need to be covered by fee charged to workshop registrants**
5. Instructor conference registration? ($195/instructor)
6. Instructor travel and/or honorarium?
7. Workshop supplies?
8. Other?
9. **Description of target audience and estimated number of participants**:
10. Target audience:
11. Estimated # of participants
12. Maximum # of participants:
13. **Preferred day and time** during the week for the workshop (Tuesday (day before conference), Wednesday, Thursday, or Friday (day after conference))
14. **A/V needs?** (e.g. screen, projector, mic)
15. **Desired room set** **& needs** (theater, classroom, front tables, etc.)
16. **Short bio for each presenter/instructor** describing relevant experience and qualifications (less than 400 characters)

Email your proposal (as a Microsoft Word or Adobe PDF document) to:

Katie Beilfuss, Outreach Programs Director, at programs@wisconsinwetlands.org.

Call 608-250-9971 with questions.

Workshop proposals are due by **September 27, 2019.**

Conference details available at [conference.wisconsinwetlands.org](http://www.wisconsinwetlands.org/2016conference.htm).