Tips for Writing Workshop Proposals

- **Be specific.** Write a clear description of the intended workshop with realistic goals to accomplish in 120 minutes. Imagine the average workshop participant is relatively unfamiliar with the tool or skill being taught and design your workshop goals accordingly. A good strategy is to cover two to three main concepts and, if in doubt, err on the side of more basic learning outcomes.
  - If you want to target a more advanced audience, remember to be explicit about what prior knowledge you will expect of participants, and stay away from words like "introduction" and "primer" in the workshop title to avoid confusion.
- **Plan for a crowd.** It can be challenging to maintain interactivity with up to 200 attendees at your workshop. We recommend you recruit help from knowledgeable colleagues who can either co-present or help participants. Depending on the complexity of the skill or software, up to five workshop instructors should be sufficient.
  - ASHG welcomes workshops designed for smaller groups (50-100) as well. Make sure to explain the purpose and benefits of that smaller audience in your proposal.
- **Think about the format.** In-person workshops favor high interactivity like group activities, while online workshops are better for instructor-led demonstrations.
- **Be interactive**. Your proposal should include specific methods of planned interactivity. Hands-on problem solving is a great start, but there are many other options. Need ideas? Check out the Resource: Interactive Tools and Ideas.
- **Improve upon past experiences.** If you have run a similar workshop before, either through ASHG or elsewhere, be sure to address past challenges and highlight what is new or unique about this workshop proposal. There will be space on the proposal form to include past participant feedback. Of course, new workshop proposers are always welcome and encouraged.