

PREPARING YOUR 2022 WORKSHOP SUBMISSION

A guide to the submission form for Plant Health 2022.



The Annual Meeting Board (AMB) seeks to accept workshops into the meeting program that are timely, well-thought-out, and will bring value to the association and the membership. Workshops should have an action-oriented purpose, and aim to generate concrete answers to problems, or to teach participants a specific skill. Creativity in workshop design is encouraged; interactive learning experiences produce attendees who leave workshops with applicable skills and valuable knowledge. In curating the program content, the AMB works to ensure a large variety of topic offerings – no two accepted workshops will cover the same topic area.

Workshops may be submitted by any member of the phytopathological community.

Note that in-person workshops will be required to be a ticketed event with a fixed registration fee to be set by APS. The fee will offset fixed operating costs including room rental, AV, staff labor, and food/beverage services. All onsite workshops will be required to adhere to the current social distancing practices/guidelines, which will be based on CDC recommendations and the laws governing the host city.

In addition to the annual meeting, APS offers a variety of outlets to share your content. Please also consider these opportunities: [Share Your Content with APS](#).

WORKSHOP CONTENT

Proposed Workshop Title

Use title case, capitalizing only the first letter in each word. Titles should be eye-catching but encompassing of the content of the workshop. AMB may recommend changes to your title should your submission proceed through the acceptance process. The title is the first opportunity to interest your audience, keep this in mind.

Submitter Email

This email will be used only if the submission process is interrupted. All future communications will be sent to the named Organizer.

Description

Describe the workshop with detail, being sure to include applicability to entire APS audience, or to specific audience. DO NOT include the title of the workshop. DO NOT list the workshop presenters or participants.

The description is your opportunity to tell the AMB and your future audience what to expect during this workshop experience. Well-written and clear descriptions will be best received by the reviewers. Your description should answer the question of “why are you submitting this content?”.

Continued...

The following categories will be used to help meeting attendees browse the content by keywords. APS will strive to use your answers to the following to target-market APS members and drive interest to your workshop.

Primary Category

[Link to choices](#)

Pathogen Type Keyword

[Link to choices](#)

Host Type Keyword

[Link to choices](#)

Plant Health 2022 Theme

The theme for Plant Health 2022 is "Warming Up to Change." Describe how your submission aligns to this theme. This theme will explore the profound changes in plant health research, education, and engagement driven by transformations in climate, technology, and society. We will also work together as participants to find the best ways for APS to support plant health research and the careers of plant pathologists in this time of change.

Alignment to the theme is an important consideration for AMB so that the entirety of the meeting program content can be threaded together to support a common message or topic. While a plus, alignment to the meeting theme is NOT required for workshop acceptance.

Learning Objectives

Provide the attainable learning objective(s) that will be accomplished during this workshop's time frame. Begin your learning objectives with phrases such as:

"This workshop will demonstrate..."

"At the end of this workshop, attendees will be able to complete..."

"Attendees will be able to apply... "

"Participants will be able to solve..."

Etc.

Learning objectives should be clear and realistic for the amount of time that the attendees will spend in your workshop. These are important for AMB when reviewing your proposal as they demonstrate that the goals and purpose of your workshop are well-thought-out, and that all your speakers/panelists will strive to provide these objectives during their participation. Your statements should illustrate your workshop's action-oriented purpose with clarity on the concrete answers that will be developed or the skills that participants will obtain.

The learning objectives provide prospective attendees with clear expectation of what they should be able to take away from your workshop, thereby enticing them to participate.

Continued...

FORMAT

Which format do you prefer to conduct your workshop?

- Fully in-person: my workshop needs to take place in a face-to-face environment
- Combined in-person and virtual attendees: my workshop would function well with attendees who are both onsite at the meeting and participating virtually
- Fully virtual environment: my workshop would be well suited for a virtual environment and does not require face-to-face interaction.

The final format of the annual meeting will be decided upon by APS Leadership, depending upon the state of the pandemic and the association's best interests.

Describe how your proposed workshop would function in either an in-person, hybrid, or fully virtual environment.

Include details about speaker presentation format, interaction with a virtual audience, and any other components of the selected environment that your workshop would take advantage of. Do not limit your proposal in terms of technology, those details can be determined should your proposal be accepted.

PROMOTION

Target Audience

Describe your target audience.

Your description and learning objectives should align with your desired target audience. Should your workshop be accepted, this information will be helpful for prospective attendees browsing the meeting program and for the Headquarters Marketing Team to promote your content.

Promotion

What statements would you use to promote this workshop to your target audience?

Should your proposal be accepted, the Headquarters Marketing Team will use these statements in promoting your workshop.

LOGISTICAL ELEMENTS

Length of Workshop

- Half Day
- Full Day

Half Day workshops are typically 3-4 hours, and Full Day workshops are typically 6-8 hours in total time. For virtual workshops, APS recommends a maximum length of 4 hours.

Anticipated attendance number for workshop

Indicate your best-guess on number of anticipated attendees.

Maximum attendance number for workshop

Indicate the maximum number of attendees that should register ensuring the best learning environment for participants.

Continued...

Subject Matter Committee(s) proposing workshop, if applicable

If there is an APS Committee sponsoring this submission, indicate this here so that the committee can be listed in association with the workshop should it be accepted into the program. AMB does not require that a committee sponsor a workshop. If there are multiple committees sponsoring, please list ALL committees.

FUNDING

Outside Funding for Workshops:

Provide the names of any organizations you plan to seek sponsorship dollars from to support your workshop.

SPEAKERS

Providing your desired or planned speakers in the “People” step of the submission form is incredibly important for the review process. However, be careful not to finalize your speaker’s participation until your workshop has been accepted by AMB. As you plan for your submission, it is perfectly acceptable to connect with planned speakers, with the caveat that the workshop must be reviewed and accepted before official plans are made.

The “presentation title” field should clearly describe either the subject matter of the expected talk, or the relevance a speaker would bring to the workshop. Ex. “Expertise in stress-management skills”.