

# SKILL-BUILDING WORKSHOP PROPOSAL DESCRIPTION

## CityMatCH Leadership and MCH Epidemiology Conference

### **Deadline:**

Proposals must be electronically submitted **through our online submission system** no later than **March 2, 2018, 11:59 PM Pacific**. Late submissions will NOT be considered, nor will submissions be returned.

### **Description:**

**Skill-building Workshops** provide 90-minutes of in-depth information about a designated topic to enhance skills necessary for the applied practice of MCH epidemiology and programs. Learning objectives are required and participants will leave the workshop with increased knowledge about a particular topical area.

*Examples of a workshop include:*

- Analytic skills (data analysis),
- Demonstration of public health software,
- Scientific writing,
- Communicating results to policy makers
- Program design,
- Developing an evaluation plan,

NOTE: To allow for maximum participation during the conference, computers are **not** provided for these workshops, so presenters should plan their lectures accordingly.

### **Required Documentation:**

All sections of the workshop proposal form must be completed; incomplete submissions will not be considered and will not be returned. **Each presenter will need to register for the conference, no exceptions.**

### **Proposal Requirements:**

Submitting a proposal implies that you understand and agree with the provisions of submission. Proposals must be submitted in English only. All communications and announcements will solely go to the identified session organizer (whomever submits the proposal).

Proposals must include the following for consideration:

- Title of session (20 words or less)
- Name & contact information for primary and co- presenters
- A biographical sketch for the primary presenter (250 words or less)
- Proposed session moderator, including biosketch (250 words or less); If blank, moderator will be assigned by conference staff

Proposals will be reviewed on the strength of the following items:

- Learning objectives (at least three, up to 75 words total)
- Brief description of proposed session (275 words or less)
- Justification for proposed session (250 words or less)

**NOTE:** Do NOT use **bold**, *italics*, underlines, tabs, hard returns, or ALL CAPITAL LETTERS in the submission (including authors, titles, and text. Do NOT include line graphs, tables, or attachments.

**Please submit your completed Workshop Form prior to the deadline: March 2, 2018, 11:59 PM pacific time through our online submission system.** If you have questions feel free to contact us at [mchepireg@unmc.edu](mailto:mchepireg@unmc.edu).