**Workshop Proposal Template**

Please fill in the following details and email your completed form to [evalppi.conf@ncl.ac.uk](mailto:evalppi.conf@ncl.ac.uk)

Please ensure every section is filled in as incomplete forms will not be accepted.

The closing date for applications is 16:00 on 31/7/18.

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**Workshop title** (The title should be in bold, sentence case with no full stop at the end and no underlining):

**Preferred number of attendees**

* Minimum:
* Maximum:

**Workshop host(s)’ name(s):**

**Contact email address for each workshop host:**

**Contact telephone number for each workshop host:**

**Workshop host(s)’ job title(s) and company/organisation(s):**

**A brief summary of your prior experience of hosting workshops**:

Please provide a short (500 words max) summary below of what the workshop will involve and its outcomes. Please do not include tables or figures in your abstract:

The venue has guest wifi, a projector screen, speakers, roving microphones and lapel microphones. Please let us know if you require any equipment in addition to this. Please indicate your preferred room layout for your workshop (e.g. theatre style, cabaret style) though this cannot be guaranteed.