

PROPOSAL FOR TRANSED 2012 Pre-Conference Workshop

“Write the Title of workshop here”

“Write Name of Organizers (name / affiliation / Email)”

Description of workshop

Not exceeding one page describing the workshop

Workshop details

Learning objectives

What will participants learn from this workshop?

Justification for a pre-conference

Why should this be a pre-conference workshop instead of a regular conference session?

How will the workshop be conducted

What is the structure of the workshop, how will participants be involved and how will the structure maximise opportunity for learning?

Requested workshop length - half or full day (or other length)

Core - Mobility, Accessibility & Transport - related issues

What Conference related issues do this workshop cover?

Audiences

Who is the audience for this workshop?

Where & when the session has been previously presented

Please outline where this workshop has been previously presented, if at all.

Restrictions or conditions

Are there any restrictions or conditions for this workshop, such as a maximum or minimum number of attendees?

Infrastructure/material requirements

Program Audio-visual: Will audio-visuals be part of the program? Yes No
(Unless otherwise requested, all rooms will be setup with a podium and microphone.)

Description of Audio-visual material required; i.e. LCD, screen, power-point support package, DVD Player, microphone, and; additional microphone for question answer, etc.

Please outline any special needs to run the workshop (Data Projector, Computer, Blackboard, internet access, table set-up, materials etc).

Samples of handouts/takeaways

Please provide a sample of materials provided to participants. You do not have to prepare the entire workshop at this stage, but reviewers will benefit from sample of handouts.

Speaker details

Please provide the following information about speakers:

- Name of contact person for the workshop & his email
 - Organiser's Name & Affiliation:
 - Names of all speakers (If more than one speaker)
 - Background information for each speaker
 - Information on topics covered by each speaker (if more than one speaker will be involved)
-