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)