

## Joint Meeting of Ichthyologists and Herpetologists Workshop Proposal Process

Applications must contain all requested information and must be submitted to Eric Hilton (ehilton@vims.edu) by December of the year prior to the JMIH in which the proposed workshop is to be held. For example, workshop proposals for the 2021 Meeting are due no later than 5pm on 31 December 2020.

### WORKSHOP PROPOSAL REVIEW PROCESS

1. Completed proposals received by Workshop Chair (Eric Hilton - ehilton@vims.edu) by 31 December 2020.
2. Proposals distributed to members of the review committee.
3. Review of logistical requirements and budget by MMPC and Kansas State University meeting planner to determine registration fee, if needed. All workshops must be self-sustaining either through grant funds obtained by workshop organizer or through workshop registration fees.
3. Chair of MMPC collects comments of proposals by January 15, 2021.
5. MMPC selects workshops for each JMIH by January 31, 2021. Acceptance is partially contingent on space availability.
6. All workshop organizers are notified of acceptance or rejection by January 31, 2021.

Application must contain the following information:

- 1) Title of proposed workshop
- 2) Name of workshop organizer and co-organizer(s) and their contact information. Provide e-mail address(es) and phone numbers.
- 3) Workshop details  
Provide a clear, concise summary of the proposed workshop in no more than 500 words. Highlight specific topics and objectives to be addressed, the target audience among the JMIH attendees, and how the workshop objectives benefit the target audience.
- 4) Advertising plan.  
Please provide a summary of how you would plan to advertise this workshop (outside of the regular JMIH announcements) to help increase meeting attendance.
- 5) Proposed workshop presenters.  
Provide a list of people that you plan to have present the workshop. Please indicate whether this person has agreed to speak (e.g. not contacted, tentatively agreed or agreed). Provide contact information for each presenter.
- 6) Length of workshop  
Indicate length of workshop (1/2 day or full day) and provide a detailed schedule.
- 7) Please indicate the minimum and maximum number of attendees that the workshop can accommodate.
- 8) Please indicate how you would need the room to be set-up, (round tables, classroom style, or theater style).
- 9) Please indicate any anticipated audio-visual needs (screens, projectors, computers, internet, outlets, power strips, etc.) and the quantity of each piece of equipment. Include which equipment you plan to provide and which you will need ordered through the meeting's audio-visual company.

- 10) Please indicate any other supplies you would need to provide for this workshop.
- 11) Please include a detailed budget. All workshops must be self-sustaining either through grant funds obtained by the organizer or workshop registration fees.