2012 One- or Two-Day Workshop
Proposal to Present

Deadline: August 15, 2011

This Proposal Submission Form is for a one- or two-day workshop.

A. Workshop Demographics

Please complete the following demographic information, including Workshop Format, Contact Information, Workshop Track, and intended Audience. Part A is critical to putting together the conference program but is not rated or assigned points.

A1. Workshop Format

Indicate which type of workshop you are proposing to present: ☐ One-Day Workshop   ☐ Two-Day Workshop

A2. Contact Information
Provide complete demographic information. If your session includes a co-presenter(s), please provide the name and complete contact information for each presenter.

	1. Lead Presenter	2. Co-Presenter	3. Co-Presenter	4. Co-Presenter
Name				
Title				
Organization				
Address				
City				
State/Province				
Zip/Postal Code				
Country				
Phone				
Fax				
Email				

Lead Presenter: Are you a first-time ISPI presenter? ☐ Yes   ☐ No

If yes, provide the name and contact information for three references who have heard you present recently.

	Name	Phone	Email
1.			
2.			
3.			

A3. Workshop Track

Your workshop topic must align with one of these seven tracks because the conference program is organized around these categories. This enables participants to tailor their conference experience according to their level of interest. Some overlap between tracks is to be expected.

Choose the track you think BEST fits your proposal.

Track (check one)	Track Description	Sample Topic Areas
☐ Analysis (ANL)	The process of determining the current state, desired state, gaps between current and desired state, and root cause of the gaps	• Methodology • Case studies • Challenges in getting data
☐ Measurement and Evaluation (MAE)	The process of evaluating the degree of success of an intervention	• Collecting and analyzing data • Establishing a measurement plan • Determining ROI • Acting on evaluation results
☐ Instructional Intervention (INI)	The process of creating and implementing learning events that close skill and knowledge gaps	• Successful learning programs • Determining delivery method • Best ISD practices
☐ Process or Tool Intervention (PTI)	Interventions designed and implemented to address performance gaps caused by systems, tools, resources, expectations, feedback, consequences, incentives, motivation, or environment	• LEAN Six Sigma • Electronic performance support systems • Job aids • Work environment design
☐ Organizational Design Intervention (ODI)	Interventions designed and implemented to address performance gaps caused by organizational design	• Strategic planning • Incentive programs • Mentoring programs • Job design
☐ The Business of HPT (HPT)	The structure and application of human performance technology	• Consulting and contracting • Role of internal and external consultants • Process of HPT • Getting leadership buy-in
☐ Research to Practice (RTP)	A forum integrating science and practice through the discovery, advancement, validation, and/or application of empirically supported, theoretical or applied findings that further our evidence-based practices or facilitates linkages between researchers and practitioners	• Guidelines for practice derived from research • Experimental findings • Action research • Case reports • Field studies • Industry surveys • Meta analyses or literature reviews

A4. Audience

Select the audience level that would benefit the most from attending your workshop.

Audience Level (check one)	Session Objectives	Audience Characteristics
☐ Beginning	*Participants who attend this session should be able to…* process and make sense of the core concepts of the subject matter.	• New to the field of performance improvement • Unfamiliar with the 10 Standards of Performance Technology • Unfamiliar with the term Certified Performance Technologist (CPT)
☐ Intermediate	*Participants who attend this session should be able to…* analyze core concepts and practices of the session to resolve a problem or situation.	• Considering applying for or already working on a CPT designation • Working in performance improvement, learning, or related capacity • Pursuing a degree or certificate in HPT or performance improvement • Seeking more in-depth knowledge on this topic or field
☐ Advanced	*Participants who attend this session should be able to…* analyze and synthesize core concepts and practices of the session to evaluate problems and devise solutions.	• Seeking to add to an already deep understanding of the topic • Teaching others to use HPT methods • Have the CPT designation

B. Proposal Section

The following proposal sections provide the information used to rate your workshop proposal. The Session Title and Description, Objectives, Links to Standards of Performance Technology and to Research, intended Presentation Design and Format, a sample of your supporting Handout, Research Bibliography, and finally a short Biography will help the reviewers determine if your proposed workshop will create interest and motivate people to attend.

B1. Workshop Title (3 points)

Your title should relate to the main topic of the presentation and catch the attention of conference participants. It should be no more than **5-7 words**.

Title _____

B2. Workshop Description (8 Points)

Briefly describe your workshop in no more than **75 words** using clear, conversational language. Include how and why participants will benefit from your workshop, or how the knowledge/skills they learn will add value to their clients. If the description is too long, it will be truncated to fit into our printed materials.

Description _____

B3. Objectives or Benefits (5 points)

• List up to five objectives that clearly identify what participants will get from your workshop, include only objectives that can be achieved within the workshop length.

• Objectives should identify whether the workshop is knowledge or application level.

• Your objectives should finish the thought: *Participants will be able to….*

1. _____

2. _____

3. _____

4. _____

5. _____

B4. Link to the Standards of Performance Technology (20 points)

All conference programs must clearly and specifically link to one or more of the Standards of Performance Technology —in theory, practice, or issue. Complete descriptions of the Standards of Performance Technology can be found at www.ispi.org/cpt.

Check all standards that apply.

☐ Focus on Results
☐ Take a Systems View
☐ Add Value
☐ Utilize Partnerships
☐ Systematic Assessment of Need or Opportunity

☐ Systematic Cause Analysis
☐ Systematic Design
☐ Systematic Development
☐ Systematic Implementation
☐ Systematic Evaluation

Describe in one or two paragraphs how your workshop relates to the standards you have checked:

Description _____

B5. Link to Research (10 points)

Research is the backbone of all the new developments and practices in the field. Workshops should include examples, case studies, descriptions, and so forth of how the research can lead to documented performance improvement in the worker, work, workplace and society.

Evaluation criteria:
• Directly links application of concept, principle, practice, or model to documented performance improvement
• Provides specific example, case study, description, etc.

Describe in a paragraph how your workshop relates in this area:

Description _____

B6a. Workshop Design and Format (27 points)

This is the most critical part of your proposal and carries the largest number of possible points. Provide a detailed description of how you will deliver your presentation. Since ISPI audiences prefer workshops that are practical and/or interactive, be sure to describe in how audience members will be engaged.

Evaluation criteria:
• Provides enough detail for reviewers to visualize the presentation delivery
• Maps presentation objectives to the description and includes a timeframe for each section
• Provides content of value (direct practical application, emerging technologies, or theoretical foundation) to HPT practices
• Content relates to chosen track
• Content and presentation are appropriate to identified target audience
• Explains instruction/presentation method for each topic (e.g., lecture, discussion, activity), choosing methods appropriate for the topic and audience
• Requires participants to engage with the content at the level stated in the objectives
• Is achievable in the time indicated
• Includes at least 30% participant interaction
• Includes brief overview of project before focusing on the specific aspect of the project that relates to the workshop track

Estimated Time	Topic	Method

International Society for Performance Improvement
WHERE KNOWLEDGE BECOMES KNOW-HOW

B6b. Additional Workshop Design Plan (15 points)

Workshops are skill exchanges that must be performance based and highly interactive. Because participants pay additional fees for a workshop, they expect a significant return for their investment. Your design plan must meet the additional evaluation criteria:

Evaluation criteria:
- Is performance-based (application level)
- Builds participants' skills (includes relevant practice and feedback)
- Is interactive
- Contains a substantial sample of application exercises and handout materials
- States presenter's media requirements

Describe how your workshop meets this additional criteria:

Description _____

_____

B6c. Workshop History (10 points)

ISPI offers workshops with successful track records. Provide a history of delivery of this workshop and participant satisfaction supported by evaluation data.

Evaluation criteria:
- Provides evidence that the workshop has a history of successful delivery
- Provides evidence of participant satisfaction
- Provides evaluation criteria from at least one previous running of the workshop

Describe the presentation history of your workshop and the evaluation data received:

Description _____

_____

B7. Sample Handout (15 points)

ISPI conference participants expect to receive handouts containing job-relevant information, job aids, idea summaries, references, and so forth as takeaways. Handouts should be useful during your presentation and back on the job. Include a sample of your handout with your proposal.

Evaluation criteria:
- Is well designed and formatted
- Provides helpful content for future use

NOTE: Reviewers will NOT consider any proposal that does not include a sample handout! The handout submitted with your proposal does not have to be the final handout distributed during your workshop at the conference.

B8. Research Bibliography (8 points)

Provide a paragraph that describes the ideas or research underlying your presentation. Include a list of resources to demonstrate your workshop is founded on relevant work in your topic area.

Evaluation criteria:
- Paragraph describes link to theory or recent research, or industry-wide practice
- Reference list identifies sources of ideas or research, for example, articles from peer-reviewed journals or business and professional journals, conference proceedings, interviews, books, or web-based citations

NOTE: References must include more than works by the presenter and from at least two different sources.

Bibliography _____

B9. Presenter Experience/Biography (4 points)

Describe your expertise and background in your chosen area and your ability to relate to the workshop audience. It should be no longer than **75 words** per speaker biography.

Evaluation criteria:
- Demonstrates expertise in workshop content by citing relevant personal research, writing, education, or firsthand experience
- Demonstrates experience presenting to ISPI or similar audience
- Provides professional biography of each speaker
- Is within the 75 words per biography limit

Biography _____

Submit Your Workshop

Once complete, email the 2012 Proposal to Present: Workshop Submission and handout sample to conference@ispi.org by **August 15, 2011**.

1. The subject line of your email should read:
    2012 Proposal Submission, Workshop: [Insert Name of Conference Track from page 2]

2. Follow this file naming convention:
    Proposal: FirstInitialLastname_Track_Proposal.pdf (JSmith_Analysis_Proposal.pdf)
    Handout: FirstInitialLastname_Track_Handout.file extension (JSmith_Analysis_Handout.doc)

3. Do NOT password protect any files.

REMINDER

A valid passport is required to enter Canada
and attend ISPI's 50 Anniversary celebration.

Don't delay—apply or renew your passport today.