



## Workshop Submission Guide

**Workshops** are interactive, skill-based sessions designed to engage attendees through hands-on activities, discussions, and practical exercises led by experienced facilitators. These sessions promote in-depth learning and collaboration. At EL26, we anticipate offering 1-3 pre-conference workshops and 4-7 in-conference workshops.

Review the [Track, Types and Theme Document](#) before entering your abstract in the portal and be prepared to **select the theme** that best fits your proposal.

**Brief Description (word limits: max. 200, min. 5)** (word limits: max. 200, min. 30) If accepted, this description **will appear in marketing materials** to promote your presentation and attract attendees. Succinctly summarize what participants will gain or discover by engaging with your session. Focus on key takeaways, insights, or relevance to osteopathic medical education. *Do not include the session title, author names or institutional affiliations in this text.*

### Workshop Proposal Outline (word limits: max. 700)

#### 1. Purpose and Objectives

- Identify the issue or challenge that inspired the development of this workshop.
- Describe its relevance and importance to osteopathic medical education and/or the profession.
- Outline the primary objective of the session, along with any secondary goals.
- Highlight why this content is timely and valuable for attendees at this point in their professional or educational journey.

#### 2. Session Structure

- **Provide** a session agenda that includes a breakdown of activities, time allocations, and speaker roles (limit 10 speakers). State speaker TBD if unknown currently.  
**Note:** You can identify roles as organizer, moderator, panelist, speaker.
- **Describe** how the session will be delivered to support active learning, skill-building or application of content.
- **Clarify** which components will involve hands-on instruction, collaborative exercises or participant interaction.

#### 3. Engagement Plan

- **Summarize** the strategies you will use to engage attendees throughout the session (e.g., small group work, polling, case studies, role-play, reflective activities).
- **Demonstrate** how participants will actively contribute to the session rather than passively observe.
- **Align** the engagement strategies with your stated objectives to show how they support meaningful learning or behavior change.  
**Note:** Learning objectives will be submitted in a separate field in the submission portal. Be specific and practical in your description.

#### 4. Target Audience

- **Identify** the intended audience (e.g., faculty, administrators, clinicians, residents, students).
- **State** the minimum and maximum number of participants needed for the session to run smoothly and effectively.

#### 5. Materials

- **List** any materials or resources that will be provided to attendees during or after the session (e.g., handouts, digital tools, templates, worksheets).