

Tips for Submitting a Successful Workshop

Note: These tips are guidelines and do not guarantee acceptance.

1. Select a topic of importance or utility to the human genetics research or clinical community.
2. Make sure your proposal accurately reflects the workshop content and intended audience.
3. Establish clear learning objectives for the attendees that can be accomplished in the 90 minutes allotted.
4. Include feedback from any previous presentations of this workshop (whether at ASHG or elsewhere) and discuss plans to improve or build on prior experiences.
5. Expect approximately 200 attendees at your workshop and plan accordingly. Keep in mind that for interactive workshops, it might be challenging for solo instructors to run the workshops by themselves, and so having a team of instructors is encouraged.
6. Strive for as much interactivity as possible (hands-on activities, small group discussions, etc.), but also plan to present sufficient background for the level of your audience. Incorporating short presentations to provide background is fine, but the workshop should not be just a series of lectures.
7. If you are demonstrating a web-based tool, address your plan in case a server crashes during the demonstration (e.g., slides with screen captures, handouts).
8. Consider whether your idea for a workshop would work better as a regular invited session, in which case it should be submitted as the latter.