

## Workshop Proposal Guidelines

2019 American Society for Engineering Education  
Southeastern Section Conference

*“Educating Tomorrow’s Engineering Entrepreneur”*

NC State University  
Raleigh, NC  
March 10-12, 2019

### SCHEDULE FOR WORKSHOPS:

- Friday, Nov. 30, 2018      Due date for workshop proposal submission
- Friday, Dec. 14, 2018      Notification of proposal acceptance
- Friday, Jan. 25, 2019      Deadline for presenters to register for conference
- Sunday, March 10, 2019      Workshops held from 9-12 am and from 1-4 pm

### SUBMISSION:

Submit your workshop proposal for the ASEE-SE Section Conference at  
<https://papers.asee-se.org/openconf/author/submit.php>

Please include the following when submitting your workshop proposal, which should be limited to at most two pages.

- 1) Workshop Title
- 2) Lead Presenter (name, institution, email, phone)
- 3) Co-Presenters (name, institution)
- 4) Workshop Description/Motivation – outline the topical coverage of the session
- 5) Workshop Outcomes and Goals – explain the purpose of the workshop and the intended outcomes and impacts
- 6) Workshop Activities/Method of Delivery – describe how you intend to run the session
- 7) Take Home Materials – describe materials participants will receive from the session (on-paper, electronic files, links to relevant materials accessible on the web, etc.)
- 8) Logistical Needs – list any needs other than a projector/screen and a white board

Workshop proposals will be evaluated based upon how well the above requirements are met and based upon the relevance of the workshop topic to the ASEE-SE audience.