



## ISBER 2023 Annual Meeting & Exhibits

### Guidelines for Workshop Proposal

**Submission Deadline:** November 7, 2022 at 11:59pm North America Eastern Time

#### SUBMISSION GUIDELINES

- All workshop proposals must be submitted online. Faxed, emailed, or mailed proposals are not accepted.
- Product advertisements are not appropriate for presentation. If you wish to host a corporate workshop, please see our corporate opportunities. Email [sponsorship@isber.org](mailto:sponsorship@isber.org) for more information.
- All accepted workshops will be presented in-person in Seattle, USA during the ISBER 2023 Annual Meeting. In addition, all workshop presenters will have the option to present their workshop a second time to the virtual audience during the virtual portion of the annual meeting (dates TBD).
- If the in-person meeting is unable to occur as a result of, for example, the current COVID-19 pandemic, all workshop presenters will be expected to present their workshop virtually.

#### SUBMISSION PROCESS

- **Deadline:** Complete proposals must be submitted online no later than 11:59PM North America Eastern Time on **November 7, 2022**. No changes can be made to content or presenters after the submission deadline.
- **Corrections:** If you have changes to your proposal please log in to the submission site as a returning user. You will be able to edit your submissions until the submission deadline. **PLEASE DO NOT CREATE A NEW SUBMISSION.**
- **Language:** The proposal must be written in English. Note that all submissions should be edited to ensure a clear and structured submission.
- **Length of Workshop:** If your workshop is accepted, every effort will be made to accommodate your preferred workshop length. However, this may not be possible. We understand that this may create modifications to your workshop. Timeslots are 1.5 and 2 hours in length.
- **Presentation Format:** It is expected that all workshops will provide an interactive experience that promotes learning, encourages discussion, and will deeply engage the audience members.

- **Presenter Limit:** An individual cannot be listed as a presenter on more than 2 submitted workshop proposals per meeting.
- **Confirmation:** When you finish submitting your proposal, you will receive a confirmation screen verifying your submission and assigning a tracking number. **Please save your confirmation number.** It will serve as your identification number for corrections, scheduling, and notification.
- ISBER reserves the right to withdraw a presentation at any time.

## REVIEW OF PROPOSALS

Review of proposals will include the following considerations:

- Consistency with overall meeting theme: **Come as you are: Building Biobanking Bridges**
- Interactive nature of workshop
- Potential educational value to meeting attendees
- Applicability of workshop content as compared with ISBER's mission/goals and vision
- Multinational involvement through the inclusion of international elements or presenters
- Outcome of workshop

Notification of acceptance or rejection and all future correspondence will be emailed to the lead presenter from the ISBER Head Office by mid-December, 2022. If a notification is not received by this time, please contact the ISBER Head Office ([info@isber.org](mailto:info@isber.org)). Upon acceptance, the lead presenters will be required to sign and return documents indicating their intention to participate.

## AFTER ACCEPTANCE

- All workshop presenters are **expected to register and attend the ISBER Annual Meeting.** Workshop presenters will be responsible for their own meeting-related expenses, including registration.
- **ISBER Head Office ([info@isber.org](mailto:info@isber.org)) must be notified of any change to presenters**
- Please see acceptance letter for further details on registration instructions.

Please see a sample workshop template and detailed outline below.



To assist in preparing an interactive workshop, the following template is provided. This format is not a requirement. It is available as a tool to provide one example of plans for an interactive presentation.

### **Educational Workshop Template #1**

#### **Subject:**

(Short Description of the Workshop)

#### **Title:**

(Actual Workshop Title to be used on the Program)

#### **Developers:**

List all Speakers/Presenters and note (\*) the lead developer(s) of the workshop content.

**GOALS:** Provide tangible learning goals and determine what would be applicable to a wide audience. (i.e., Attendees will learn how to....)

#### **Workshop Outline:**

- Introduction to Topic, Goals and Speakers
- Presentation of information
- Networking/small group activity
- Large group discussion
- Wrap-up

#### **Logistics**

- Date:
- Time:
- Location:
- Timeframe

### Example of a Detailed Outline

- Introduction to topic (10 minutes) – (with PPT slides optional)
  - Introduce topic, speakers and goals for the workshop.
- Speaker Presentations (1-2 speakers, 20-30 min)
  - [15-20 min presentation] Short description of the section topic and goal
  - [7-min use case]: Short description of a use case.
- Activity (5 min)
  - Use the ISBER Interactive app for Survey Questions
- Activity (20 min)
  - Identify specific goal(s), give instructions. Ask the group to organize into small discussion groups (based on size of audience) and introduce themselves (name, institution, purpose for attending).
  - Challenges/benefits; Problems/solutions, etc.
  - Each groups assigns a note-taker to report to the larger group.
    - Allow discussion of the topic and goal(s)
    - Have workshop co-organizers sit in on group discussions to help facilitate talk
- Group Discussion (30 min)
  - Engage group in brainstorming based on topic and feedback from the small group discussions.
  - [10-15 min] Report group answers
    - Small group notetakers report answers to group
    - Workshop organizer writes on Whitepad
  - [10-15 min] Brainstorm/Troubleshoot Solutions - Use small group discussion/questions to brainstorm solutions in the larger group
    - Collectively brainstorm answers/issues raised in the smaller groups
- Wrap-up (5 min): Summarize Workshop topic and goal achieved.

### Post-Workshop Follow-up

- Ensure that ISBER has the updated information to send to attendees.
- Publication Options
- Webinar