

EEC Special Session: **Strategies for NSF-Funded Workshop Development and Implementation**

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Oct 30, 2017, 3:00 - 4:15pm

**Workshop Plan**

**1. Describe an idea or a project that you could develop a workshop for (project dissemination, new research agenda).**

**2. What are the goals for your workshop?**

**3. What resources (collaborators, financial support, students, staff, etc.) do you have currently to help you develop your workshop?**

**4. What current challenges exist in developing and hosting your workshop?**

**5. Provide a rough timeline starting from contacting your NSF program officer to delivery of your workshop.**

**6. Who are your workshop participants, how would you advertise, and what is the size of your event?**

**7. Describe your evaluation plan.**

**8. What would work as an effective collaboration strategy for your workshop (i.e. splitting responsibilities between PIs, communication plans, delegation plan)?**

