 Workshop Proposal

**Please provide the following information:**

Company Name:

Contact Name:

Contact Phone:

Contact Fax:

Contact Email:

**Workshop title:**

Presenter Name: Co-Presenter Name:

Presenter Phone: Co-Presenter Phone:

Presenter Email: Co-Presenter Email:

**Workshop Category: (Must Choose At Least One!)**

 Water Treatment Water Distribution Wastewater Management Office Personnel

**Workshop Format:**

 Lecture Case Study Panel Roundtable Remote

**Abstract:** A brief description of the topic to be covered (to be used in promotional materials)

**Learning Objectives:** (By the end of your session participants will be able to):

**How many sessions of the workshop are you interested in presenting:**

**Preferred Months/Dates/DNR Regions**

Available dates generally in late October – early December, 2024 and late February – July, 2025. Workshops will be held on Tuesdays, Wednesdays and/or Thursdays

**Workshop Schedule** (three to six hours)

The following are typical workshop schedules, please adjust as needed for your topics and times. It is very important that your presentation is designed to cover the allotted training hours in order for operators to be eligible for CEUs.

**Three hours**

8:00 – 8:30 Registration (coffee/rolls)

8:30 – 9:30 1 hour training

9:30 – 9:40 Break

9:40 – 10:40 1 hour training

10:40 – 10:50 Break

10:50 – 11:50 1 hour training

11:50 – 12:00 Wrap-up & CEU’s

**Four hours**

7:30 – 8:00 Registration (coffee/rolls)

8:00 – 9:30 1.5 hour training

9:30 – 9:40 Break

9:40 – 11:10 1.5 hour training

11:10 – 11:20 Break

11:20 – 12:20 1 hour training

12:20 – 12:30 Wrap-up & CEU’s

**Five hours**

8:00 – 8:30 Registration (coffee/rolls)

8:30 – 9:30 1 hour training

9:30 – 9:40 Break

9:40 – 10:40 1 hour training

10:40 – 10:50 Break

10:50 – 11:50 1 hour training

11:50 – 12:50 Lunch

12:50 – 1:50 1 hour training

1:50 – 2:00 Break

2:00 – 3:00 1 hour training

3:00 – 3:15 Wrap-up & CEU’s

**Six hours**

7:30 – 8:00 Registration (coffee/rolls)

8:00 – 9:00 1 hour training

9:00 – 9:10 Break

9:10 – 10:10 1 hour training

10:10 – 10:20 Break

10:20 – 11:20 1 hour training

11:20 – 12:20 Lunch

12:20 – 1:20 1 hour training

1:20 – 1:30 break

1: 30 – 2:30 1 hour training

2:30 – 2:40 break

2:40 – 3:40 1 hour training

3:40 – 4:00 Wrap-up & CEU’s

Please return this form to mhummel@iowaruralwater.org