

SKILL-BUILDING WORKSHOP PROPOSAL DESCRIPTION

CityMatCH Leadership and MCH Epidemiology Conference

Deadline:

Submissions must be electronically submitted **through our online submission system** no later than **April 1, 2022, 11:59 PM Pacific**. Late submissions will NOT be considered, nor will submissions be returned.

Description:

Skill-building Workshops provide 90-minutes of in-depth information about a designated topic to enhance skills necessary for the applied practice of MCH epidemiology and programs. Learning objectives are required and participants will leave the workshop with increased knowledge and skills about a particular topical area.

Workshops must be interactive and teach a skill or introduce a body of knowledge related to a single public health topic. Use of adult learning techniques such as opportunities for interaction and practice during the session are required.

Additionally, hand-outs, take-home examples, or “homework” for practice is encouraged.

Examples of a workshop include (but are not limited to):

- Analytic skills (data analysis), new ways to use or improve data methods
- Demonstration of public health software
- Teaching skills in scientific writing
- Communicating results to policy makers
- Developing an evaluation plan

Examples of workshops presented in previous years:

- Methods to improve birth certificate data quality
- How to perform data linkage using R software
- Human-centered design as a tool for partnering with purpose

NOTE: To allow for maximum participation during the conference, computers are **not** provided for these workshops, so presenters should plan their lectures accordingly.

Required Documentation:

All sections of the workshop submission form must be completed; incomplete submissions will not be considered and will not be returned. **Each presenter will need to register for the conference.**

Proposal Requirements:

Submitting content implies that you understand and agree with the provisions of submission. Proposals must be submitted in English only. **All communications and announcements will be sent only to the identified Main Contact (within the submission), who should forward to others on the team.**

Review Criteria:

Workshop submissions are scored based upon:

- Clarity, conciseness, and completeness of the submission
- Importance of the topic for MCH, including the need for the proposed skill among conference attendees

SKILL-BUILDING WORKSHOP PROPOSAL DESCRIPTION

CityMatCH Leadership and MCH Epidemiology Conference

- Quality of the agenda, evidence of thorough planning and use of adult learning principles
- Qualifications of presenters and moderator
- Appropriateness – a large enough subset of conference attendees have not been exposed to this material and the level and topic are appropriate for them

Any product placement or promotion of for-profit ventures should be featured as conference exhibits.

Proposals must include the following for consideration:

- Descriptive title (20 words or less)
- Name & contact information for all presenters
 - All presenters must be identified at the time of submission
 - Having more than one presenter, or at least one presenter *and* one moderator, is encouraged
- Biographical sketch for all presenters and moderator (250 words or less, each), including any
 - Academic preparation, if applicable
 - Experience presenting on content ‘in the field,’ including experience teaching adult learners
- Brief description of proposed session (150 words or less)
 - Topic
 - Summary of learning objectives
 - Intended audience
- Justification for a 90-minute session (200 words or less), for example:
 - Importance to public health practice
 - Timeliness of the content
 - Intended audience
- Proposed session agenda (400 words or less)
 - List each topic to be discussed with planned time allotted in minutes
 - Include which presenters will present which topics
 - Describe opportunities for interaction and skill practice
- References
 - Any sources of material to be presented

NOTE:

- Do NOT copy and paste bulleted lists from Word into your submission
- Do NOT use **bold**, *italics*, underlines, tabs, hard returns, or ALL CAPITAL LETTERS in any part of the submission
- Do NOT include line graphs, tables, or attachments

Please submit your completed Workshop Form prior to the deadline through our online submission system. You will be able to edit your submission until the deadline.

If you have questions feel free to contact us at CitymatchConference@unmc.edu.