



Workshop Proposal Overview

The 2012 LES Annual Meeting Committee is now accepting proposals for workshops at the LES (USA & Canada) Annual Meeting to be held in Toronto, October 14-17.

LES 2012 Annual Meeting Objectives

The goal of the Program Committee is to work with industry sectors, professional committees and others to develop a program that is integrated and cohesive, and that will link the Plenary, Mini-Plenary and Workshops together and to member interests. The Committee hopes to accomplish the following objectives:

- A. Create an integrated program with the best topics and speakers
- B. Create attractive meeting places for large audiences
- C. Create attractive meeting places for targeted industry subsectors

Workshops as a Meeting Place for Industry Sectors

The workshops will be used to create a meeting place for members of the industry sectors. Workshop slots will be reserved for the best submissions for such sector specialty. The objective is to make LES an attractive meeting place for each key sector, allowing the members of each key subsector to come and exchange ideas, network, and form good relationships with each other.

Proposal Process

All proposals must be submitted using the LES online proposal submission process. The solicitation, development and screening of proposals will also involve leadership of the LES Sectors and Committees regarding their respective industries, technologies and subject matter.

1. Proposals for Workshops are being accepted through the on-line proposal system.
2. The deadline for submitting proposals is **April 2, 2012**.
3. Session leaders may be contacted by the Program Committee or by their respective Sector leaders to refine the proposal for greatest attraction and consideration by the Program Committee's final selection.
4. Submitters will be notified of selection or declination by **April 30**.

Meeting Schedule

Workshops will be held the afternoons of Monday, October 15th and Tuesday, October 16th.

Proposal Submission & Review Criteria

All proposals will be considered by the Meeting Program Committee. It is important to understand that LES receives more proposals for workshops at our meetings than can possibly be accommodated.

Please read the *Proposal Overview & Selection Criteria* document for information on the review criteria which will be used to review all Workshop proposals.

To encourage participation from as many members as possible, speakers will be limited to presenting at only one session. A diversity of opinions is sought in all sessions, thus proposals with panel members from a single company or entity may not be accepted.

Tips

Please remember that the title, description and speakers are selling points of the sessions for attendees and for the Workshop Committee. However, session descriptions must represent actual content. Try to use language and tone that excite and for any subject or topic that is not completely new, please make clear what new approaches, players, concepts, tools, statutes, rules, market effects or results make this material “useful, novel and non-obvious.” Please note, workshops should not promote or be a commercial for a single company or service.

Session Formats

Workshops take place in seventy-five (75) minute time periods.

As you consider your workshop proposal, please bear in mind that the workshops are meant to provide knowledge dissemination through discussion and interaction. Workshops are not a venue for speeches or promotional presentations.

General Information

The person submitting the proposal (Submitter) will be the one to whom any questions are directed during proposal review, and will be the one notified whether the proposal was selected or not. The proposal system requires that a Primary Presenter is identified. Primary Presenters are responsible to keep each co-presenter informed about arrangements and responsibilities. The leader also acts as liaison with the LES staff. If the Submitter is also the Primary Presenter, then he/she should be mentioned again in that section of the form.

If you have any specific questions regarding submission of a workshop proposal, please contact Marie Escobar, Education Program and Content Manager at mescobar@les.org.