

## Illinois Yearly Meeting Annual Sessions Workshop Proposal - 202\_

**Theme:** \_\_\_\_\_

[insert 1-2 paragraphs about the theme, usually what is used on the wider announcement about the theme]

Workshops that will support this theme are being sought for 202\_ ILYM Annual Sessions. All-ages workshops are of great interest. Proposals for additional topics will also be considered. Annual Sessions will be held Wednesday, June \_\_ through Sunday, June \_\_. Workshops will be held on Thursday, Friday and Saturday, 3:15-4:30 p.m. afternoon (a workshop does not need to completely fill the 75 minute time slot). The workshop proposal form should be submitted by [month date].

Please return this form by [month date] to: [insert name and email address, and mailing address if desired]

1) Title of Workshop:

2) Name and Affiliation (organization or ILYM monthly meeting) of Workshop Leader(s)

3) Description of Workshop (under 90 words, including title. What is the format? Why Should Friends Attend?)

4) Preferred day(s) workshop will be presented. If only presenting once, rank by number the days you would be willing to present :

- \_\_\_\_ Thursday
- \_\_\_\_ Friday
- \_\_\_\_ Saturday

5) If offered multiple days:

- Continuous (offering after the first is a continuation of the first)  
 Independent (the first offering is not needed to attend the next offering)  
 Repeating (all offerings will be the same)

6) Notes for Attending: (All Ages/intergenerational? Recommended for above certain age? Only women? Only men? Do participants need to bring anything with them? Is there a limit on the number of participants? Etc.?)

7) Equipment and Logistical Needs: (Are tables, AV equipment, flipchart, electricity, an indoor location or any other equipment needed for this workshop? Note: there are very limited meeting spaces with electricity as well as indoor spaces, you may need an alternative plan if one of the few spaces with electricity or indoors is not available—usually there are more requests for electricity than can be accommodated).

8) Would you be interested in presenting this workshop in a hybrid setting? If offering multiple days, only one will be hybrid. Hybrid workshops require the facilitator have a Zoom assistant (serves as host for Zoom sessions and assist the session facilitator by operating the virtual component of the session). Will you provide one or should ILYM provide one?

9) Anything else we need to know?

10) Contact Information, for (primary) workshop leader:

First Name:

Last Name:

Street Address:

City:

State:

Zip:

Phone number:

Email:

**Please submit by [month date]**

**You will get a confirmation about receiving the proposal soon after it is received.**

**We will be in touch with you regarding the potential scheduling of the workshop by the end of March.**