**LTEN Annual Conference Workshop Guidelines**

**Please read this document carefully. All guidelines and information requested is supplied within.**

When suggesting a workshop, please note:

* You may submit up to **two** workshops and one learning lab for consideration.
* You must indicate whether you are submitting for a 60-minute workshop or a 20-minute learning lab micro-learning session and whether the workshop is designed to be virtual, in-person or both.
* The call for workshops will open on **December 30, 2021** and will close on **January 31, 2022**at midnight ET.
* LTEN coordinates a review committee to evaluate submissions and make final selections.  The review period will begin **February 4,** **2022 through February 21, 2022** at which time you may be asked for additional information.
* Acceptance notifications will be sent on **February 28, 2022.**
* The workshops that are declined will be notified on **March 7, 2022**
* If selected, LTEN will schedule the date and time of your presentation. Unfortunately, we **cannot accommodate date and time preferences.** Workshops will take place on June 14-15, 2022 at the JW San Antonio Hill Country, TX.

**Workshop Description and Learning Objectives**

The workshop description and learning objectives are critical parts of your proposal since they are the basis for how conference attendees will choose which sessions to attend.

* The description should be specific and succinct so that readers can quickly grasp what the session is about and how it will help them.
* The learning objectives should be concise and clear and offer achievable goals that will give participants new information or ideas.

**Workshop Content Tracks**

* Career Success
* Customer Engagement & Selling in a Matrix Environment
* Field Training
* Healthcare Reform and Market Access
* Impact and Measurement
* Instructional Design & Delivery
* Management & Leadership Development
* Medical Device & Diagnostic Training
* Partner Sponsored Workshop
* Quality, Research & Development, Medical (QRDM) Training
* Strategic Account Management
* Virtual Learning, Tools, Techniques & Technology

**Workshop Formats**

You will need to select one of the following formats upon submission:

* **Interactive Discussion**: Sessions should be interactive, providing innovative content without the excessive use of PowerPoint or lecture style format. Sessions should provide in-depth coverage on a particular topic rather than trying to cover too much general material.
* **Skills Development**: Sessions provide the “nuts and bolts” on a variety of issues in learning. The format may incorporate hands-on learning or be discussion focused.
* **Case Study**: Pharma, bio, device, and diagnostic companies share their first-person accounts of strategies and programs that work.
* **Thought Leader Panel**: Experts and practitioners offer similar and opposing views on relevant topics in training. Includes meaningful Q&A time.
* **Best Practice Roundtable**: Informal format provides the opportunity to network and share challenges, resources, and approaches to tackling a hot topic or specific area of interest.

**You will be asked to supply the following information for each workshop:**

**For the Presenter/Primary Speaker:**

Name

Job Title

Company Name

Phone Number

Email Address

LTEN Membership

**For each Co-Presenter:**

Name

Job Title

Company Name

Phone Number

Email Address

**For each workshop that you would like to submit, we will request the following information:**

Session Title (100 characters or less)

Session Description (500 words or less)

Session Format

Session Track

Session Length (60 minutes)

Learning Objective 1 (100 words or less)

Learning Objective 2 (100 words or less)

Learning Objective 3 (100 words or less)

**NOTE: The submission form will provide a link for editing the submission if needed.**

**Questions? Email Christine Gaudet at cgaudet@l-ten.org**