**Workshop Proposal Guidelines**

2019 American Society for Engineering Education  
Southeastern Section Conference

*“Educating Tomorrow’s Engineering Entrepreneur”*

NC State University  
Raleigh, NC  
March 10-12, 2019

SCHEDULE FOR WORKSHOPS:

* Friday, Nov. 30, 2018 Due date for workshop proposal submission
* Friday, Dec. 14, 2018 Notification of proposal acceptance
* Friday, Jan. 25, 2019 Deadline for presenters to register for conference
* Sunday, March 10, 2019 Workshops held from 9-12 am and from 1-4 pm

SUBMISSION:

Submit your workshop proposal for the ASEE-SE Section Conference at  
<https://papers.asee-se.org/openconf/author/submit.php>

Please include the following when submitting your workshop proposal, which should be limited to at most two pages.

1. Workshop Title
2. Lead Presenter (name, institution, email, phone)
3. Co-Presenters (name, institution)
4. Workshop Description/Motivation – outline the topical coverage of the session
5. Workshop Outcomes and Goals – explain the purpose of the workshop and the intended outcomes and impacts
6. Workshop Activities/Method of Delivery – describe how you intend to run the session
7. Take Home Materials – describe materials participants will receive from the session (on-paper, electronic files, links to relevant materials accessible on the web, etc.)
8. Logistical Needs – list any needs other than a projector/screen and a white board

Workshop proposals will be evaluated based upon how well the above requirements are met and based upon the relevance of the workshop topic to the ASEE-SE audience.