

Tips on Submitting (and hopefully succeeding) with Workshop Proposals

- I. Using SMART template to come up with idea
 - a. **Specific:** What are you trying to teach?
 - b. **Measureable:** How can you demonstrate that this can be taught?
 - c. **Attainable:** Can the education (or subject to be discussed) be done in a presentation or workshop setting/format?
 - d. **Relevant:** Is it relevant or important to the audience at this time?
 - e. **Timed:** Can it be done in the allotted time?

- II. Find partners
 - a. Common interest
 - b. Specific areas of expertise to cover
 - c. Various settings

- III. Use key words for objectives
 - a. Examples:
 - i. **Recognize** the current national landscape of opioid use and neonatal exposure
 - ii. **Discuss** how “at risk” population can be screened
 - iii. **Determine** what specific screening and management tools may be the most effective within various settings
 - iv. **Identify** educational needs for physicians, nursing, and parents who care for opioid exposed newborns

- IV. State why this is important for others to hear
 - a. Example- *“Opioid use and its effect upon society are at epidemic levels. Newborns have become a collateral victim of this epidemic due to an increasing use of opiates in the maternal population.....”*

- V. Discuss what you will speak about (that will educate on topic proposed)
 - a. Example- *“During this session we will review the various medical, demographic, and cultural changes that have led to this current epidemic. Specific challenges to recognition on extent of problem within various settings along with the challenges of optimizing ideal screening and care practices will also be discussed....”*

- VI. Explain how you will do it
 - a. Example- *“We will review topic through didactic and interactive breakout sessions. Each group breakout session will review 3 key areas: 1. Screening Practices/Development, 2. Structural Logistics for Observation of Population “at-risk”, 3. Education and Post-Discharge Care Needs”*

- VII. State what audience will achieve upon completion of workshop
 - a. Example- *“Upon completion of this session, audience members will have a clearer understanding of neonatal opiate exposure prevalence, how to develop a screening process, factors that may hamper implementation of NAS screening and management, and determine what hospital education and post-discharge needs will be for the caretakers of these patients”*