

Workshop Agenda Form

Please complete the workshop agenda form with one entry for each scheduled activity, including presentations, hands-on exercises, discussions, breaks, and lunch. List activities in chronological order and provide the following:

- **Start and stop times:** Indicate when each activity begins and ends. Use **military time (24-hour format)** throughout—for example, 08:00 for 8:00 a.m. and 13:30 for 1:30 p.m.
- **Short description:** Briefly describe the topic or activity and what participants will learn or do.
- **Instructor:** Enter the name of the instructor or facilitator leading the activity. List all instructors if more than one is involved.
- **Email:** Provide the email address for each listed instructor.

DIRECTIONS:

Half-day workshops must include at least one coffee break. Full-day workshops must include two coffee breaks and a lunch break. Include these breaks in the agenda with their start and stop times, and mark the instructor and email fields “N/A.”

Before submitting, check that the agenda covers the full workshop and that activities do not overlap.

EXAMPLE AGENDA:

ACA Workshop Agenda Form					
START	END	EVENT	DESCRIPTION	INSTRUCTOR	INSTRUCTOR EMAIL
0800	0830	Welcome	Professor Smith will welcome participants and provide opening remarks to begin the day.	Bob Smith	bsmith@university.org
0830	0930	Topic #1	Professor One will provide presentation on TOPIC #1.	Professor One	
0930	1030	Topic #2	Professor Two will provide presentation on TOPIC #2.	Professor Two	
1030	1100	Coffee Break			
1100	1230	Topic #3	Professor Three will provide presentation on TOPIC #3.	Professor Three	
1230	1330	Lunch			
1330	1530	Topic #4	Professor Four will provide presentation on TOPIC #4.	Professor Four	
1530	1600	Coffee Break			
1600	1630	Topic #5	Professor Five will provide presentation on TOPIC #5.	Professor Five	
1630	1700	Closing	Professor Smith will open the floor to questions and close out the session.		

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DATE SUBMITTED:

YOUR NAME:

YOUR EMAIL:

TITLE OF WORKSHOP:	
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