



# aes25

International **Evaluation** Conference

15–19 September Canberra | Ngunnawal & Ngambri Country

**‘Beyond the bubble’**

## Pre-conference workshops

### SUBMISSION GUIDELINES AND CRITERIA

The following guidelines have been developed to assist you with submitting a pre-conference workshop abstract proposal for the aes25 International Evaluation Conference.

**Submission deadline: 27 February 2025**

**Note:** 2025 pre-conference workshop presentations are being delivered face-to-face in Canberra, Australia. We are not seeking virtual or hybrid workshop proposals.

#### Contents

About the workshops _____	2
Abstract proposal requirements _____	3
Justification statement for workshops _____	3
Assessment criteria _____	4
Tips _____	4

## About the workshops

1. The conference workshop program comprises a set of high quality half-day and full-day in-person workshops that will be held on Monday 15 and Tuesday 16 September 2025 at the National Convention Centre Canberra, Australia.
2. Presenters are asked to submit their workshop to the category it fits into (foundational evaluation skills and capabilities, new approaches and ways of thinking, advanced topics).

[Click here](#) for a list of suggested workshop topics.

3. Workshops should be designed using adult learning principles and be interactive to maximise participant learning.
4. When submitting a proposal for a conference workshop please ensure you address innovative theoretical and practice knowledge and skills with consideration to workshop participants' level of experience.
5. Workshop content should focus on developing knowledge, understanding and [competencies](#), evaluation techniques and practices.
6. Proposals for repeating workshops that were successful in previous conferences will be considered. Evidence of the success of previous offerings should be included in the Justification Statement, as should evidence of the presenter's previous workshop facilitation experience.
7. Presenters are paid an honorarium to cover their expenses.

For a **full day workshop** presenters are paid an honorarium of:  
AUD\$ 2,300 (+ GST) for a workshop for up to 18 participants, and  
AUD\$3,450 (+ GST) for a workshop for 19-30 participants.

For a **half-day workshop** presenters are paid an honorarium of:  
AUD\$1,380 (+ GST) for a workshop for up to 18 participants, and  
AUD\$1,955 (+ GST) for a workshop for 19-30 participants

(plus GST for presenters who have an Australian ABN and are GST registered).

*NOTE: Two or more presenters may facilitate a workshop, but only one honorarium payment per workshop will be made.*

## Abstract proposal requirements

Your proposal for a workshop should describe:

- the purpose of the workshop
- the specific objectives/learning outcomes of the workshop
- the particular knowledge, techniques and/or practices to be addressed
- the teaching/learning strategies and resources to be used
- the target group (foundational, intermediate or advanced) at which the workshop is pitched, and any prerequisites including the level of experience
- which domains from the Evaluators' Professional Learning Competency Framework your workshop addresses [Evaluators' Professional Learning Competency Framework](#)
- the category the workshop fits in (e.g. foundational evaluation skills and capabilities, new approaches and ways of thinking, advanced topics).

Keep in mind the assessment criteria for workshops listed above in preparing your proposal.

## Justification statement for workshops

The justification statement (word limit: 300 words) explains the workshop's relevance to evaluation and the importance of what you are proposing.

It should also provide evidence of:

- your expertise in the area
- your experience in workshop facilitation and applying adult learning techniques
- details of where and when you have presented this workshop before and, if so, evidence of success.
- details of whether you plan to present this workshop elsewhere prior to the aes25 conference.

## Assessment criteria

- Relevance of the particular knowledge, techniques and practices to current needs and interests of evaluation and its practitioners
- Extent to which the proposed teaching/learning strategies and resources are sound and appropriate for the topic and target group
- Alignment with the Evaluators' Professional Learning Competency Framework
- Evidence of the presenter being an effective workshop facilitator (e.g. through receiving positive feedback from other workshops)
- Extent to which the proposed objectives and prerequisites are clear and appropriate for the target group, and the objectives are achievable
- Overall value for the target group.

## Tips

When preparing your abstract refer to the assessment criteria.

To aid readability and comprehension please also ensure workshop abstracts:

- do not include acronyms, unless they are very well known internationally
- do not include jargon terms or words that will not be understood by many people
- are well written, do not have spelling or grammatical errors.

All abstracts will be edited to conform to the Australian Style Guide and Macquarie Dictionary. If you have access to those resources, please comply with the conventions. Use the Australian or UK English version of spell check.

If accepted, presenting authors may be asked to edit the abstract before inclusion in the conference program.

[aes25.aes.asn.au/call-for-proposals](https://aes25.aes.asn.au/call-for-proposals)