**APodA Conference Workshops Guidelines**

To help with your submission please read the following information:

Workshops should be based on adult learning principles, interactive and outcomes focused. Assume:

• Podiatrists are independent self-directed learners

• They have accumulated knowledge from profession-related activities, education and training

• Are goal orientated and appreciate structured learning programs with clearly defined elements

• They seek relevancy and respond best to learning that is clearly applicable to their work

**WORKSHOP TRAINER/MENTOR RESPONSIBILITIES**

• Develop the workshop content and materials

• Identify source any materials required for workshops

• Deliver personally (or through a nominated colleague) the workshop at the conference

There are range of rooms and exhibition hall workshop spaces, currently available for workshop presentations so we do ask you to consider your ideal number & what max number of delegates will work for your presentation and to tell us any and all equipment you will need or be bringing along yourself.

Workshop times vary according to presentation type between 30 and 60 minutes.  
  
**SALES AND MARKETING OPPORTUNITES**

In the case of industry workshops applicants should be aware both content and its presentation must reflect the educational purpose and objectives outlined above***. Workshops are not sales opportunities*** but it is understood that at the conclusion of a workshop attendees may be invited to visit the sponsor’s exhibition booth to continue engagement.

**THE ANSWERS BELOW ARE JUST AN EXAMPLE OF WHAT IS EXPECTED.**

**PLEASE USE THE TEMPLATE PROVIDED ON THE WEBSITE TO SUBMIT YOUR WORKSHOP ABSTRACT**

**ABSTRACT SUBMISSION EXAMPLE**

**Workshop Subject:**

*10 things not to miss in neurological assessment [EXAMPLE]*

**Workshop Purpose**

*To provide a practical component to conference learning which supports clinicians in their day to day clinical work in the area of neurological assessment and to focus on some common testing methods for neurological diagnosis of the lower limb. [EXAMPLE]*

**Objectives**

* *To provide a workshop which focus on neurological testing techniques for podiatrists that help with neurological diagnosis of the foot and lower limb [EXAMPLE]*
* *To demonstrate these techniques [EXAMPLE]*
* *To allow podiatrists to experience and repeat techniques [EXAMPLE]*

**Workshop structure**

* Room set up \* – 6 plinths or class room style *[EXAMPLE]*
* *Presenters\*\*: Just me [EXAMPLE]*
* Preferred no. of participants - 24 hands on and 24 observers standing at the back *[EXAMPLE]*
* Other materials – pre reading or for later CPD activity – please note if you will be supplying of if printing is required by the APodA prior to the event.
* AV requirements other than standard\*\*\*

\* Rooms can accommodate class room style, plinths, activity stations etc so please advise your preferred environment and participant number.

\*\* A workshop can be run by one presenter or by several presenters using the same workshop content.

\*\*\*All rooms will have PA, screen, lectern.

**Materials Requirements**

Please list all materials required such as examination chairs, medical consumables, and scalpels and so on but also include non-clinical requirements such as water, plastic sheets, plaster. It is difficult to source supplies in the conference environment at short notice