Bonner 20ᵗʰ Anniversary
WORKSHOP WORKSHEET

Basic Information

Thanks for your interest in presenting at the 20th Anniversary Summer Leadership Institute at Berea College. During this meeting, three blocks of elective workshops will provide participants with a plethora of opportunities to learn and engage with one other. Below is some helpful information to keep in mind as you design a session.

❖ **Workshops are 75 minutes long.** There will generally be 15-minute breaks between sessions.

❖ **Most classrooms will have AV capabilities,** but you should plan on bringing your laptop (and adapter cables if necessary) and having the presentation online (you can use Bonner's www.slideshare.net or Wiki) or on a thumb drive. Also, you may want to have materials in a back-up format, in case there are issues.

❖ **We encourage presenters to work in small teams** that include a mix of staff and students (or even alumni, partners, or Presidents) when possible. Think about the audience, which will likely include a mix of these same individuals (Presidents will attend June 3rd sessions), and what will appeal to them.

❖ **We encourage presenters to think about how to make workshops engaging and interactive**, drawing on the experience and understanding of other participants. You may want to think about:

★ Dialogue, discussion activities, or fishbowl conversations

★ Case studies, scenarios, and immersion activities

★ Integrating media, such as videos, podcasts, and other multi-media

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Getting Ready to Submit Your Workshop - Please Submit Online by May 7

You'll need the following information for submitting your workshop - which you do at http://bonnernetwork.pbworks.com/ Bonner-Summer-Leadership-Institute-Workshops . If you would like a helpful train-the-trainers of potential ideas (sample titles and descriptions, interactive facilitation techniques), you can find one on the Wiki page also.

❖ **Presenters' names and contact information.** Please make sure to submit the email for the lead contact, who will receive email confirmations and other updates.

- **When listing other presenters' titles,** keep in mind that we'll edit these to make them somewhat similar across workshops. If you have multiple presenters, try to use brief titles, keeping in mind how you want presenters listed in the program.

❖ **Proposed title for your workshop. We'd suggest the following:**

- Make it snappy or catchy. Avoid jargon (unless it's somehow explained in the description). Titles don't need to be long.

❖ **Proposed description for your workshop. Here we'd suggest:**

- One paragraph or 3-4 sentences which accurately explain what you hope to cover. You don't need to give it all away (surprise can be fun), but participants often choose sessions based on the content (what are you going to focus on) and a bit about the process (dialogue or lecture, game or case study). Here you want to be honest about your approach.

❖ **Proposed outline for your workshop.** This is generally an optional session. However, if you note your ideas about how you hope to conduct the session, this could help Bonner Foundation staff to talk with you about your plans.

❖ **Also note your AV or equipment needs.** Not all classrooms may have this equipment.

Thank you! For additional help or ideas, please feel free to contact Ariane Hoy (ahoy@bonner.org).

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Ideas for Your Workshop

What are the key ideas and/or experiences you want to get across? Are they models, skills, or concepts?

- ★
- ★
- ★

Workshop Title

An intriguing or catchy turn-of-phrase? Does it get your own attention?

- ★

Workshop Description

A paragraph that conveys what you're going to cover, and a bit about how

- ★

Props

What can make your ideas come alive? Do you need AV equipment? Is there another (let's say, experiential or creative) way to convey this material?

- ★
- ★

Presenters' Information

Who's involved? Names and numbers? Emails? (Are you teaming up with another school?)

- ★

Thank you! For additional help or ideas, please feel free to contact Ariane Hoy (ahoy@bonner.org).