

## Information for Prospective Workshop Directors

We invite any interested CAP member to submit proposals for workshops.

Please submit a completed **workshop template** and **curriculum vitae** to the chair of the Continuing Professional Development Committee (CPDC), Dr. Joan Sweet at [joan.sweet@uhn.on.ca](mailto:joan.sweet@uhn.on.ca).

Deadline for submission is **one month prior to the annual meeting**. Presenters are required to be **CAP members with no outstanding membership dues**.

Proposals will be considered at the meeting of the CPDC at the annual meeting for presentation at the following annual meeting or future years. Applicants will be informed of the decision of the committee by the fall.

Workshop directors are requested to produce their own handouts to be distributed at the workshops, should they so wish. They will be informed of registrant numbers two weeks prior to the meeting.

Due to financial restraints of the CAP, it is not possible to reimburse workshop directors for expenses, but a \$600 honorarium to be shared among directors of a particular workshop and a certificate are offered as a token of appreciation. Workshop directors are invited to attend any other workshop at no cost, and are also invited to a complimentary lunch from 12 to 1:30 PM on the day of their workshop.

Workshops are offered on the Saturday and the Sunday of the meeting from 8:30 AM to 12 PM; and from 1:30 to 4 PM. There is a 30 minute coffee break after the first hour and a half of the workshop.

It is encouraged that workshops be as interactive as possible. Formats include lecture, microscope and digital camera. Numbers of microscopes may vary from year to year, and registration numbers will be adjusted accordingly.

If participants are to receive advance material before the workshop, the workshop directors will be informed of the contact details of participants one month prior to the meeting, so that workshop directors will be able to mail the material to the participants. If required, the participants will return the material at the conclusion of the workshop to the CAP registration desk, who will return it to workshop directors.

A computer and data projector will be provided, and the workshop directors are encouraged to bring their presentations on a memory stick or a CD.

At the beginning of the workshop local residents will distribute handouts and evaluation forms, and at the end of the workshop they will collect the completed evaluation forms. The workshop directors will receive a collated result of the evaluations of their workshops.

Workshops may be offered for more than one year depending on the need for the topic, evaluations and registration numbers.

Thank you for your interest! We look forward to receiving your proposals!

