

SKILL-BUILDING WORKSHOP PROPOSAL DESCRIPTION

CityMatCH Leadership and MCH Epidemiology Conference

Deadline:

Proposals must be electronically submitted **through our online submission system no later than the date listed on our conference website** (www.citymatch.org/conference), under “submissions”). Late submissions will NOT be considered, nor will submissions be returned.

Description:

Skill-building Workshops provide 90-minutes of in-depth information about a designated topic to enhance skills necessary for the applied practice of MCH epidemiology and programs. Learning objectives are required and participants will leave the workshop with increased knowledge and skills about a particular topical area.

Hand-outs, take-home examples, or “homework” for practice is encouraged.

Examples of a workshop include (but are not limited to):

- Analytic skills (data analysis), new ways to use or improve data methods
- Demonstration of public health software
- Scientific writing
- Communicating results to policy makers
- Program design
- Developing an evaluation plan

Examples of workshops presented in previous years:

- Methods to improve birth certificate data quality
- How to perform data linkage using R software
- Human-centered design as a tool for partnering with purpose

NOTE: To allow for maximum participation during the conference, computers are **not** provided for these workshops, so presenters should plan their lectures accordingly.

Required Documentation:

All sections of the workshop proposal form must be completed; incomplete submissions will not be considered and will not be returned. **Each presenter will need to register for the conference, no exceptions.**

Proposal Requirements:

Submitting a proposal implies that you understand and agree with the provisions of submission. Proposals must be submitted in English only. All communications and announcements will solely go to the identified session organizer (whomever submits the proposal).

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Proposals must include the following for consideration:

- Descriptive title (20 words or less)
- Name & contact information for all presenters
- Biographical sketch for all presenters (250 words or less, each), including any
 - Academic preparation, if applicable
 - Experience presenting on content ‘in the field’
- Session moderator is highly recommended
 - Moderators should be familiar with the content and can contribute meaningfully to the session
 - Biosketch will be required (250 words or less)
- Learning objectives (200 words or less)
- Brief description of proposed session (275 words or less)
- Justification for proposed session (250 words or less), for example:
 - Importance
 - Timeliness
 - Target Audience

NOTE:

- Do NOT copy and paste bulleted lists from Word into your submission
- Do NOT use **bold**, *italics*, underlines, tabs, hard returns, or ALL CAPITAL LETTERS in any part of the submission
- Do NOT include line graphs, tables, or attachments

For the submission timeline, please visit the CityMatCH website:

www.citymatch.org/conference, under the “submissions” tab.

If you have questions feel free to contact us at CitymatchConference@unmc.edu.