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|  | **VI CONGRESS OF MATHEMATICIANS OF MACEDONIA**June 15−18, 2016Ohrid, Republic of Macedonia |

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| **WORKSHOP PROPOSAL FORM****Submission deadline May 1, 2016** |

Thank you for your interest in presenting a workshop for the VI Congress of Mathematicians of Macedonia. The completed form is to be sent to cmm.smm.2016@gmail.com

**How workshop proposals are evaluated**

The Program Committee of the VI Congress will evaluate workshop proposals using the following criteria:

1. Relevance and importance of the topic to the mathematical community in the Republic of Macedonia.
2. The workshop having clear learning objectives.
3. The presenter having demonstrable expertise in relation to the workshop content.
4. The workshop being presented in a way which will engage participants, have them actively involved and enhance their learning.

Please provide us with the following information about yourself and the workshop you wish to present.

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| **About you** |

**Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ E-mail address:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Affiliation: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Contact address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**City:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Country:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Current position:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Short biography (in 150 words):**

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**Publications (most recent): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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**Previous workshop presentations: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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**Any other information you think would be helpful for us to know:**

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| **About your proposed workshop** |

**Workshop Title:** Please suggest a concise, attention getting title for your workshop.

**Duration:** [ ]  Half a day [ ]  One day [ ]  Two days

 [ ]  Other (please specify): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Workshop Description:**

Please write a short description of your workshop (no more than 400 words in length) for the abstract booklet of the VI Congress and the Congress website.

**Workshop leader:** This person is responsible for coordinating the sessions and communicating with workshop participants prior to the session presentation date and serve as a primary contact.

**Names of potential speakers (please mark confirmed speakers with \*) and tentative schedule.**

**Preference will be given to workshops with confirmed speakers.**

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| Name | Affiliation | E-mail address | Tentative time slot | Tentative title of the presentation |
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**Participants:** Please give a list of participants that will attend your workshop.

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| --- | --- | --- |
| Name | Affiliation | E-mail address |
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**Target Audience:** Would you recommend that participants have specific prior learning/experience to benefit from the workshop? (Please specify)

**Learning Objectives:** List a minimum of two learning objectives for your session. Indicate exactly what skills, new information or effective program resources and approaches you wish to showcase and which participants can expect to learn from your session.

**Teaching Methods:** lecture(s), panel, large group discussions, small group discussions, round table, etc. and time allotted.

**Agenda and Activities:** Please include a detailed, step by step description of each content item and appropriate activity below. An activity can be anything from introductions, to group discussions, to games, to short lectures, etc.

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| **Workshop Start:** | **Time Allocation:** |  |
| Welcome and Introduction |  |  |
| Present the agenda |  |  |
| Explain the ground rules |  |  |
| **Workshop Process (Activities):** | **Time Allocation:** | **Expected Outcome:** |
| 1.  |  |  |
| 2.  |  |  |
| 3.  |  |  |
| (insert additional rows as needed) |  |  |
| **Workshop Finish:** | **Time Allocation:** |  |
| Review workshop accomplishments |  |  |
| Identify next steps |  |  |
| Review and assign open items |  |  |
| Evaluate the workshop |  |  |

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| **Requirements** |

#### ****Required Supplies:**** Include a list of the supplies you will need (e.g. white board and markers, flip chart(s) and markers, handouts copied, etc.). Please include a note if you expect participants to supply anything.

#### ****AV Requirements:**** Please list your requirement about audio-visual equipment (computer, projector, screen or other).

**Software requirements:** MS-Office: Word, Power Point, Excel, Access; Adobe Acrobat, other.

#### ****Room Set-up Requirements:**** If you require the room to be set up to allow specific activities, please provide details.

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| **What happens next?** |

Your proposal will be considered by the Program Committee of the VI Congress and we will get back to you within two weeks of receiving this form. If your workshop is accepted, you will be asked to sign a workshop presenter’s agreement, confirming financial and other details. Please feel free to contact us if you have any further queries.