

Workshop Proposal Instructions

1. Proposal must be submitted in British English.
2. A workshop is 4 hours in duration with a 15-minute tea/coffee break within the said 4 hours.
3. Proposal has to be related to Medical and Health Professions Education.
4. Each participant is only allowed to submit **no more than TWO proposals**, in any combination for all the categories (Workshop / Symposium / Panel Discussion).
5. It is the responsibility of the workshop / symposium / panel discussion coordinator (or proposer) to ensure that complete information from all facilitators / presenters are submitted for consideration. Proposal(s) that does(do) not adhere to the guidelines and/or is(are) incomplete will not be considered.
6. Please note that accepted proposal(s) will be scheduled based on the Committee's decision and it will be a face-to-face or virtual format.
7. Submission Deadline: 15 September 2023

Pre-Conference Workshops: 17th – 18th January 2024

Post-Conference Workshops: 21st January 2024

If your proposal(s) is(are) accepted and for it(them) to be included in the conference programme, **all speakers, facilitators, panellists and moderators will be required to pay registration fees for the main conference via credit card (fees will be announced at a later date)**. Additional fees will be required if you wish to register for other workshops.