**Workshop Title**

List of Organizers

*1Institution 1, 2Institution 2 (etc.)*

**Abstract** What, why, when, where, who.

**Introduction**

 Information about workshop, including any previous workshop history and outcomes

 Address—science, expected audience, relevance to COMPRES community, management team, training, relevance to EOID/COMPRES goals, other scope.

**Scope of the workshop and expected products**

**List of topics and tentative speakers and the general topics**

Introduction This (*Dr. A, institution*)

Introduction to That (*Dr. B, institution)*

 Applications of This (*Dr. C., institution*)

Hands-on training for that (*Team of students, institutions)*

Panel discussion (*Organizer, tentative panel*)

Etc.

Description of how organizing team addressed and assessed diversity in their choice of speakers.

**Preliminary Agenda**

Day 1:

Day 2:

**Logistics: Dates, Locations (plus justification)**

The workshop will be held \_\_\_\_(Where), (justification)

The dates will be \_\_\_\_\_\_\_\_(When)

Accomodations will be \_\_\_\_\_\_\_\_\_ (Where/how)

Meals will be \_\_\_\_\_\_\_\_\_ (How)

The conference will be advertised and information will be circulated \_\_\_\_\_\_(How)

**Proposed Budget for N participants: TOTAL $**

* Meals and coffee breaks for N participants $ \*N =
* Lodging $ x N =
* Travel support for students $ x N
* Travel support for invited speakers $ x N