

# Tips & Tricks for a Successful Scientific Workshop Proposal

Free from the format constraints of traditional scientific sessions, these transdisciplinary focused workshops should provide conveners a way to share knowledge and skills while promoting discussion and interaction among the attendees. Workshops should be proposed by a diverse set of leaders who have not traditionally participated at Fall Meeting, but the topic is relevant to the Earth and space sciences community.

As always, our primary goal is to ensure a safe and productive meeting. We are actively watching advice on gathering and travel and working with local, national and international advisory groups. If conditions and advice change and warrant a reduced in-person event, or fully virtual event again, we will inform conveners and the AGU community as soon as possible. We expect to have further updates at least by the time abstracts open for submission in mid-June.

The [Fall Meeting Program Committee](#) will make the final decision on which proposals are accepted for #AGU21.

## Here are the general tips and tricks for a successful scientific workshop proposal:

- 1** Determine if your workshop is either half-day or full-day (4 hours and 8 hours respectively for in-person and 3 hours and 6 hours respectively for virtual). All in-person workshops will include breakfast and/or lunch depending on full-day or half-day scheduling.
- 2** There is a limit of 150 attendees per workshop. In addition to paying the registration fee for Fall Meeting, AGU will charge workshop attendees an additional fee to attend each individual workshop. These fees will be posted to the website in the coming months.
- 3** Define at least one learning objective.
- 4** Ensure the proposal meets the criteria outlined below.

The criteria that the [Fall Meeting Program Committee](#) will use when evaluating proposals include:

- The proposed workshop is transdisciplinary in focus.
- The workshop is educational or co-creative in nature. Workshops that are advertisements of commercial products and services will not be considered.
- The workshop proposal encourages analysis and reflection on scientific subject matter that formulate challenge problems and promote discussion, debates and long-term visions for the discipline.
- The proposed workshop is creatively structured to promote discussion and interaction among the attendees.
- There is at least one defined learning objective.
- The proposal was submitted by a community that has not traditionally participated at Fall Meeting but is relevant to the Earth and space sciences community.
- The workshop is organized by a diverse set of leaders versus a single convener. The [Fall Meeting Program Committee](#) recommends three to four.

There is no fee associated with submitting a workshop proposal. In addition, the submitter does not need to be an AGU member.

Unless workshop attendees plan on attending other components of Fall Meeting, organizers, speakers and participants are not required to pay the #AGU21 registration fee.

If you want to re-submit a proposal that was previously accepted and delivered at a past Fall Meeting, you are welcome to do so. However, your proposal will not be automatically accepted. Your proposal will be reviewed by the program committee using the same criteria as in years past with consideration of space availability and other submissions before deciding on acceptance/rejection.

**The proposal submission deadline is**  
**14 April 2021, 23:59 EDT/03:59 +1 GMT.**