

2025 ASHG Interactive Workshop Proposal Submission Instructions

Before You Begin

1. Review the [Interactive Workshop Proposal Guidelines](#) and [Submission Attestations](#).
2. Your information is not saved until the end when you submit. We strongly encourage you to save your work in a separate document either before or during the submission process. You can also submit and edit your proposal after submission up until February 10 at 5 PM EST.

Submitting Your Session Proposal

1. Go to the [submission form](#). Read the important reminders and requirements on the first page before clicking Continue.
2. Log in with the email address and password associated with your ASHG account. Once you are logged in, click Continue to Form. If you are having trouble logging in, please contact membership@ashg.org.

Workshop Information

1. Provide your workshop's details. Please refrain from including instructor names or institutions as these answers will be included in a blind review by committee members.
 - a. Workshop titles should be no longer than 200 characters, including spaces.
 - b. The workshop description should be no longer than 5,000 characters, including spaces. The workshop description should provide both an overview of the workshop and a breakdown of how time will be spent in the workshop (lecture, activity, tutorial, etc.)
 - i. Tip: Click on the word count in the bottom right corner of the text box to see the character count.

Audience Information

1. Select the tracks that best suit your content. You can select multiple tracks. This will allow attendees to filter workshops by their preferred tracks in the meeting app.
2. Select the primary audience that best suits your content. This will allow attendees to filter workshops by audience type in the meeting app.
3. Select the level of knowledge, familiarity, or skill expected of your primary audience.
4. Describe the audience you expect to attract to your workshop and what workshop participants will gain from attending. Include how this workshop will fill professional practice gaps in knowledge, technological proficiency, skills, etc. Use 2,500 characters or less, including spaces.

Program Information

1. Provide a workshop description for potential registrants. Please provide a brief summary of the main information you will present during your workshop, as well as expected modes of interactivity (exercises, group work, etc.) Use no more than 600 characters.
 - i. Tip: This is audience facing information – this description should be aimed at generating interest for potential registrants.
2. Provide four (4) learning objectives, focusing on the broad outcomes intended for the audience. Use [these guidelines](#) for crafting learning objectives.

Workshop Format

1. Select your preferred workshop format.
2. Provide a rationale for your preferred workshop format. Please cite specific elements of your workshop that are best suited to the format. Use no more than 600 characters.
3. If your workshop is selected to be online, please briefly describe how you will conduct the workshop via Zoom Meeting. Use no more than 500 characters.

Confirm

1. Workshop instructors must confirm that they have read and agreed to the [Interactive Workshop Proposal Guidelines](#) and [Submission Attestations](#).
2. Once all required fields are completed, click Next Step.

Instructor Information

1. Provide the participant information for each of the instructors, including yourself.
 - a. To add other instructors, click "Add" at the top of the form.
 - b. Use "Add Secondary Contact" at the bottom of the form to add an assistant's contact information. This is optional.
2. Click the blue Complete button to submit your proposal. You will see a confirmation page and receive an email with a link to the speaker portal.

Editing Your Proposal

1. The speaker portal linked in your confirmation email is where you can access your submission to make edits until the February 10 deadline. We recommend bookmarking, "[How to Edit Your Proposal Submission](#)" in case you need help editing your proposal after submitting.