

Title**Contributors**

Names

Addresses

university affiliation etc.

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Synopsis: summarizing the workshop. **Example:** This workshop is designed to provide an introduction toabout 5-6 lines

Needs Assessment:

Short paragraph outlining your workshop. Here are a few ideas of what is sometimes included

1. Providing evidence that there is a need for this subject
2. How it is unique
3. What 's new in this field

Often they start with a statement like "These (disorders) present a unique spectrum disorder in perinatal and pediatric patients.." They then address what is unique about them. This statement may be followed by something like "Recent developments have", which is then followed by "This workshop will"

Objectives (see next page for additional details):

At the conclusion of this workshop, participants will be able to:

List 3 or more objective that you plan to cover over in the work shop and what the participant will learn

Example

1. "This workshop will provide an introduction to Describe recent scientific advances"
2. List the microscopic findings and specific immunophenotypic markers.....
- 3.

General References:

3-4 relevant references that support the needs assessment

Additional guidelines for writing ACCME compliant objectives.

You will need to write your overall Objectives so that they incorporate the use of *action verbs* such as "list" or "describe"; do NOT use the more vague terms such as "understand" or "recognize". In addition to the overall objectives, each speaker should have his/her own set of objectives. Each set of objectives should begin with a statement, "After attending this workshop, the participant will be able to:"

This overview of your Objectives will then enable the SPP to post a short but informative list of goals, on the website, that will appropriately inform potential registrants about the contents of your workshop. (It is important that the SPP provide adequate information to prospective registrants, about its educational offerings, in order to satisfy ACCME requirements.) Each of you will also be evaluated individually, on the workshop evaluation form. Hence, *each* speaker's subsection would be best served if each also has its own set of more specifically defined objectives. In this way, the content of each subsection will be clarified, and the evaluation form optimally tailored to topic and speaker.