



TO: Equine Science Society Members

FROM: Kenneth H. McKeever, ESS Vice-President and Program Chair

DATE: October 25, 2016

RE: **Call for Workshop Proposals for the 2017 Equine Science Society Symposium**

The 25th Equine Science Society (ESS) Symposium will be hosted by the University of Minnesota, May 30 to June 2, 2017 at the Hilton Airport Mall of America in Bloomington, Minnesota.

Over the years the workshop component of ESS has been a valued part of the program, covering diverse topics from how best to undertake a digestibility trial or check for Insulin sensitivity, to what your next career step should/could be. We therefore plan to continue offering these important workshop and seminar sessions to attendees as part of the 2017 ESS program.

If you or your team has an interest in leading a workshop, we encourage you to submit a short proposal for consideration. Instructions for preparing proposals are included on page 2 of this announcement. The **deadline for submission of workshop proposals is March 1, 2017, 11:59 p.m. EST**. Proposals should be submitted to Ken McKeever via email (mckeever@aesop.rutgers.edu).

Proposals will be reviewed and selected for inclusion in the program, based on the timeliness of the topic, overall merit, and the perceived appeal to the wider ESS membership. Applicants will be notified regarding workshop selection on or before March 19, 2017.

We anticipate the program will be able to accommodate up to four workshops. Workshops are tentatively scheduled to be held in the morning or evening on Wednesday May 31 and Thursday June 1. Actual time slot assignments and the decision to hold singular or concurrent workshop sessions will be made after the scientific program has been finalized.

ESS will provide meeting room space at the Hilton hotel for each workshop. Within reason, ESS will also accommodate requests for supplementary materials (e.g., copies of 1-2 page handouts) and equipment not already available in the regular meeting rooms (e.g., large tablets, markers, and easels). Workshop leaders are responsible for securing sponsorships or other sources of funding, if needed to support the workshop (e.g., honorariums for presenters; snacks or refreshments for participants; etc.).

Once confirmed, a brief description of each workshop will be provided on the 2017 ESS meeting website. Additionally, workshop titles and leaders will be listed in the symposium program. Workshop leaders will be asked to provide a brief report on their workshop at the ESS General Business Meeting held Friday, June 2. For additional information on the 2017 ESS Symposium, the venue, and for making travel arrangements, visit the meeting website at <http://www.equinescience.org/2017/>.

Instructions for Workshop Proposals

The following areas should be addressed in your workshop proposal. The total length of the proposal must not exceed 2 pages.

- 1) Workshop **title**
- 2) Names of workshop **leaders** (in addition, please provide an email address and phone number for the workshop's main contact)
- 3) **Purpose** of the workshop (e.g., providing information/updates; idea sharing; coming up with a consensus agreement; brainstorming a problem; developing potential collaborative programs, etc.)
- 4) Proposed workshop **structure** (e.g., seminar with Q&A; break-out groups working on same/different problems and reporting back; will attendees actively participate in some aspect of the workshop?)
- 5) **Expected outcome** of the workshop (e.g., action items; position statement; publication; creation of an online list of resources; etc.)
- 6) Description of the **ESS demographic** the workshop is expected to appeal to (i.e., who will/should attend?)
- 7) Any **restrictions to the number of participants** who can attend the workshop?
- 8) Estimated **time required** for the workshop (e.g., 1 hour, 2 hours...)
- 9) **Other information** that might be relevant to your workshop (e.g., will be taking advantage of an invited speaker, so workshop will need align with their scheduled presentation; workshop should/should not be held on same day as X; first workshop in a 2-part series; etc.)
- 10) **Equipment required and room set up requirements.**

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