

## **Workshop Proposal**

May I propose the following:

1. State your preferred course duration (1-day or 2-day) workshop.
2. The dates for the workshops are 1<sup>st</sup> or 2<sup>nd</sup> of August 2026.
3. Please fill up the workshop information and draft a detailed workshop activities program as shown in the following pages.
4. ACED will commence the workshop as long as there is a minimum of 8 sign-ups, you can decide what is the maximum number you are comfortable to lecture.
5. Payment to you as the instructor of the 1-day workshop will be S\$2,000, excluding conference attendance or S\$1500 with conference registration.
6. If the sign-ups are higher, I might be able to cover your conference fees and/or hotel stay and/or air ticket.
7. Please let me know how you feel about this proposal.

Thank you.

**1. Topic of Course/Workshop.**

XXXX

**2. Workshop Instructor.**

XXXX

**3. Duration of Course**

Full-Day Workshops Scheduled for 9 am - 5 pm

(includes 2 tea breaks and lunch)

**4. Instructor Introduction**

**5. Course/Workshop Descriptions.**

Objectives:

**6. Learning Outcomes.**

By the end of this workshop, participants will be able to:

### **Workshop Activities:**

9 am: xxxx (30 mins)  
9.30 am: xxxx (1 hour)  
10.30 am: Tea Break (20 minutes)  
10.50 am: xxxx (1 hour 10 minutes)  
12 pm: Lunch (1 hour 30 minutes)  
1.30 pm xxxx (1 hour 30 minutes)  
2 pm: Tea Break (20 minutes)  
3.20 pm: xxxx (1 hour 10 minutes)  
4.30 pm: Q&A and Discussions  
5 pm: End of Workshop, Group Photos.