



Workshop Proposal Form

4-H Volunteer Leader Association Annual Conference (MVLA)

February 27-28, 2026– MSU

Workshop Proposal Submission **Due Date: November 7, 2025**

Please email completed form to: connie.williams@msstate.edu

Lead Presenter's Name: _____

Email Address & Phone Number: _____

Affiliation: ☐ Extension Staff ☐ 4-H Volunteer ☐ Other

List names and email addresses of other team members: _____

Workshop Title: _____

Objectives (3-5 objectives that will be realized by participants attending the workshop).

Abstract: *No more than 60 words. Brief description of the workshop to be used in the conference workshop descriptions – why would people want to attend your workshop?*



Presentation Format:

Workshops are most effective when participants are actively engaged. *Check all that apply.*

- ☐ Interactive ☐ Discussion ☐ Small Group/Team Building

Workshops are set up for 75 minute sessions. Do you need more than one session to complete your workshop? ☐ Yes ☐ No

Presentation Details: *Check all that apply*

- ☐ Prefer to present in AM session
☐ Prefer to present in PM session
☐ No Preference
☐ I am willing to present twice

Minimum and Maximum number of participants you can accommodate:

Example: 10 minimum to 30 maximum _____

Please indicate the type of meeting room set up you would like:

- ☐ Lecture (chairs, no tables) ☐ Classroom (tables & chairs)
☐ Other *please specify:* _____

Please indicate AV Needs: We will do our best to accommodate AV needs.

- ☐ Projector ☐ Screen ☐ Internet Connection
☐ Other *please specify:* _____

Please indicate if there will be a fee for your workshop and if so please explain.

Fee: ☐ Yes ☐ No

Explanation: _____
