



Workshop Agenda Form Instructions

Submission Deadline: November 9, 2026

Please complete this form to provide a detailed agenda for your proposed ACA 2027 workshop, including all presentations, demonstrations, hands-on activities, discussions, and scheduled breaks.

Completing Your Workshop Agenda

Begin by providing your contact information, workshop title, primary organizer's name and email, workshop description and learning objectives, related ACA Special Interest Groups (SIGs), proposed start and end times, and maximum number of participants.

List all workshop activities in chronological order, providing the following information for each:

- **Start and End Times:** Use 24-hour (military) time throughout (e.g., 08:00 or 13:30). Activities should not overlap.
- **Event:** Provide a brief title for each activity.
- **Description:** Briefly describe the topic, activity, or skills participants will learn.
- **Instructor:** List the name of each instructor or facilitator leading the activity.
- **Instructor Email:** Provide an email address for each instructor listed.

Please include scheduled breaks in your agenda:

- **Half-day workshops:** At least one coffee break.
- **Full-day workshops:** Two coffee breaks and a lunch break.

Include start and end times for all breaks and enter "N/A" in the instructor and email fields.

Special Requirements

If your workshop requires Wi-Fi, specialized equipment, software, or any additional resources beyond the standard ACA workshop support, please describe these needs in the Special Requirements box below.

Wi-Fi is not included in standard workshop support. All additional requirements must be identified at the proposal stage so ACA Headquarters can review availability and determine whether arrangements can be accommodated. Failure to disclose essential requirements may result in workshop cancellation.

Submitting Your Completed Form

Before submitting, please review your agenda to ensure all required information is complete, the schedule covers the entire workshop, and any special requirements have been identified.

Save your completed Workshop Agenda Form as a PDF and upload on the ACA website (www.amerocrystalassn.org) no later than Monday, November 9, 2026.

Your agenda will be reviewed as part of the ACA 2027 workshop proposal process.

Thank you for sharing your time and expertise and helping us develop an engaging and valuable educational program for ACA 2027. We look forward to reviewing your submission!

Workshop Agenda Form
DATE SUBMITTED:
YOUR NAME:
YOUR EMAIL:
PRIMARY ORGANIZER NAME:
PRIMARY ORGANIZER EMAIL:
TITLE OF WORKSHOP:
DESCRIPTION:
RELEVANT SIGS:
MAX PARTICIPANTS:
FULL EVENT START TIME:
FULL EVENT END TIME:
SPECIAL REQUIREMENTS:

[illegible]