



2025 Virtual Conference Workshop Proposal Form

****DEADLINE IS FRIDAY, AUGUST 1, 2025****

Workshops for the 2025 HAPS Virtual Conference will have a flipped format with a pre-recorded video presentation posted in Canvas for conference attendees to view anytime during the event. Then, at a scheduled time on Saturday 10/18/25, presenters will facilitate a synchronous workshop activity in a HAPS-provided Zoom room.

Each workshop presenter will have a HAPS liaison will ensure your synchronous session runs smoothly. You will also have a HAPS liaison to help you build your Canvas page.

If your workshop is accepted, you will qualify for a reduced conference registration rate. Proposals will be evaluated as they are received. You will be notified of acceptance by 8/15/2025 (at the latest). We plan to accept 18 proposals.

For more information about the Virtual Conference Workshops, please visit our website.

First Presenter

All presenters must be registered for the conference by August 29, 2025, or the workshop will be canceled.

Name *

First Name Last Name

College, University, or other affiliation *

Email *

example@example.com

Address *

Street Address

Street Address Line 2

Phone Number *

Area Code

Phone Number

Do you have any co-presenters who will present with you at the conference? *

Yes

No

Workshop information

If you are planning to propose more than one workshop, please submit each workshop proposal using a separate proposal form. Note that synchronous workshop activities will be 45-55 minutes long.

Title of proposed workshop *

Abstract of proposed workshop - 100 word limit *

This abstract will be published to the Conference Canvas site.

Brief outline of your pre-recorded video presentation *

Include only as much detail as is needed to clearly explain your plan.

Brief description of your synchronous workshop activity *

Has this workshop been presented at a previous HAPS meeting? *

Yes

No

Which theme best describes your workshop? *

For a description of each theme, please visit the HAPS website.

All potential conflicts of interest must be disclosed at this time. COI might include being a consultant, developer, or author for a company that sells in the A&P market. Another example might be that you are working on developing a tool that you plan to sell at a later date. Please see hapseweb.org for further clarification. *

No, I have no conflict of interest to disclose

Yes, I have a conflict to disclose

Please explain your conflict of interest.

Sponsored vs. non-sponsored workshops.

Simple version: if you mention the name of a product or entity then your presentation is considered a sponsored presentation. Sure, it gets more complicated, but start with that understanding. Read more [here](#) for additional, non-exhaustive, detail.

Does your workshop or abstract mention any product by name, whether it is available either for a cost or free? Or alternatively, is it focused on a single product, named or unnamed? This might include any online resource, any published resource like a book, any manufactured product, or things like apps. *

Yes

No

Can you present your workshop without mentioning the specific product's name? For example, if you are talking about using free on-line resources for your class in your workshop, consider if you

can do this workshop without mentioning a specific product.

Yes

No

Please modify your workshop abstract proposal to remove specific mention of any products or to refocus it away from a specific product before uploading it to this application. Proposals focused on or mentioning a product will not be accepted unless they are sponsored by a vendor. **Please note that we may need to limit the number of vendor sponsored workshops to one per vendor, and that not all sponsored workshops may be accepted.**

If your workshop mentions any specific product, then it is either a sponsored workshop (requiring both that it be presented by a vendor and also that the \$150 sponsored workshop fee is paid) or is not appropriate for presentation at the HAPS Virtual Conference. See the HAPS website for additional information.

Yes, I understand this policy, represent a vendor, and agree to pay the sponsored workshop fee.

Yes, I understand this policy, but I think the product I am mentioning is free and therefore excluded from paying the fee.

Please list the name of the product that you are promoting and the name of the vendor.

Free products are defined by HAPS as products that are made available to HAPS members in their full, unrestricted form, at no cost, in perpetuity. HHMI is a good example of an organization providing this type of free resource. "Free" apps are not good examples - they are typically owned by groups intending to make money from the app. If they do not charge for their services, they typically collect data from users and sell that data. HAPS does not consider this "free."

I am promoting a free service from an organization that is a vendor.

I am promoting a "free" app for which I have verified ownership and privacy policies and for which the owner is a vendor.

Please list the name of the free product that you are promoting and the name of the organization that is a vendor.

Please list the name of the free app, the owner of the app that is also a vendor and the privacy policies that include NOT collecting and/or selling user data.

Workshops will be scheduled on Saturday October 18 (anytime from 10:00am-4:00pm ET). Please let us know if you have any conflicts with a specific session time.

Is there any additional information we need to consider when reviewing your proposal?

A note about the images in your presentation:

It is important that you know the origin of, and have authorization to use, all of the images and graphics in your presentation. Ideally the images will be created by you, but if not then it is important that you have specific authorization to use the specific images that you choose to include. Images may be created by you or obtained from other sources, with permission. Images in the public domain (e.g., as is the case with some of the [Creative Commons licenses](#)) meet this requirement. In general, images from books, magazines, and websites generally do not meet the criteria for inclusion. There is a great deal of misinformation about “fair use” of images, and so we ask that no presentation include images that are presumed to be allowable by a “fair use” argument.

If you have any questions or need additional information about the use of images or graphics in your presentation, please contact HAPS.

Additional Resources:

[Creative Commons](#)

[U.S. Copyright Office](#)

[U.S. Patent and Trademark Office](#)