

SOFT–TIAFT 2026 Workshop Proposal Form Instructions

Thank you for submitting a workshop proposal for the SOFT–TIAFT 2026 Joint Meeting! You may save and return to the form at any time, and you may make edits both before and after submitting, up to the deadline. However, it is helpful to gather all information in advance. This guide outlines what you will need to complete the proposal successfully.

Please notify the workshop coordinators if you plan to submit a workshop proposal or have questions about the submission process.

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Workshop Format and Schedule

Workshop Dates: Sunday, September 20, 2026, and Monday, September 21, 2026

Daily Workshop Schedule: 8:00 am – 5:30 pm

Morning Workshops (AM): 8:00 am–12:00 pm (Break 10:00-10:30 am)

Afternoon Workshops (PM): 1:30 pm–5:30 pm (Break 3:30-4:00 pm)

Workshops must be submitted as half-day proposals. If you intend to offer a full-day experience, it must be submitted as Part I (AM) and Part II (PM) as two separate proposal forms. Part I and Part II will have separate registration options, allowing participants to register for one or both.

Workshop Title and Abstract

You will need to enter:

- Workshop Title
 - Format in Title Case (each major word capitalized), for example: This Workshop Title Is Titled Sample
- Workshop Abstract/Description
- Audience Knowledge Level (select one of the following)
 - Basic – suitable for individuals new to the field; requires little prior knowledge
 - Intermediate – involves more advanced concepts requiring some prior exposure
 - Advanced – highly advanced concepts requiring extensive background or technical knowledge

Chair and Co-Chair Information

You will provide for both Chair and Co-Chair:

- Name
- Credentials
- Email
- Organization
- Job Title

Either the Chair or the Co-Chair must be a member of SOFT or TIAFT. While a Chair is required, a Co-Chair is optional.

Speakers

You will:

- Select the number of speakers from a dropdown.
- Provide the following for each speaker:
 - Name
 - Credentials
 - Email
 - Organization
 - Job Title

Agenda

You will:

- Select the number of agenda lines needed
- Provide a detailed agenda covering the entire four-hour workshop block, including introductions, presentations, breaks, Q&A, panels, etc.

Agenda Formatting Requirements:

- Title for Each Line
 - Use Title Case (capitalized like a title)
- List speaker(s) by last name only
 - Single speaker: Smith
 - Multiple/panelists: Smith, Jones, Johnson

Audience Size Preference (Optional)

This question is optional and may be left blank unless you have a specific preference.

Room Setup and Additional Requirements (Optional)

All workshops include the standard setup:

- Laptop
- Projector
- Screens
- Podium and riser
- Lavalier and podium microphones
- Head table
- Classroom seating

If you require additional items beyond the standard setup, you may describe them in this section.

This section also asks whether the workshop has been presented previously and where.

Scheduling Preferences and Conflicts (Optional)

You may optionally indicate:

- Preferred day (Sunday or Monday)
- Preferred time (AM or PM)
- Scheduling conflicts for any speakers (e.g., ABFT Exam, Board Meeting, another workshop)

These preferences help avoid conflicts but are not required.

Travel Funding Requests (Optional)

Travel funding may be requested for speakers who meet both of the following criteria:

- They work outside the field of forensic toxicology
- They are not members of SOFT or TIAFT

Speaker Agreement and Submission

Before submitting you will confirm that:

- All speakers listed have agreed to participate in the workshop
- The information provided is accurate

Then you will submit the form. Thank you!