This is the title of your Workshop Proposal (Use pt14 Time New Roman bold). Please enter your title in the footer as well.

Author Name\*, Author Name\*\*, initials then surnames, separated by commas

\* first author’s address (postal and email)

\*\* second author’s address (postal and email)

Relevance and Goals

Please describe the background, relevance, and generally accepted understanding (i.e. consensus - if any) in the field.

Why is there a need for your workshop?

What open questions to you want to answer?

What should attendees expect in terms of skill/knowledge development?

Workshop Structure

* Explain your workshop methods. Is it a series of presentations? Do you have break-out group discussions? How are you encouraging debate and/or consensus?
* What kind of tools do you need for your workshop (e.g., projector, coloured cards/post-its, white board,… )?

Timeline

* A half-day workshop is maximally 3h, excluding breaks.
* If a full-day workshop is desired, please submit two separate workshop proposals (Part I and Part II). The authors should ensure each half day session is beneficial without attending the companion workshop.
* Identify workshop contributors and speakers as necessary.
* Please provide a schedule of your workshop using the table below as a starting point.

|  |  |
| --- | --- |
| **Workshop Time** | **Activity** |
| 0:00 – 1:30 | Technical Content |
| 1:30 – 2:00 | Break |
| 2:00 – 3:30 | Technical Content |

Length

Workshop proposals should not exceed 2 pages in length. Please include abstracts summarizing the proposed workshop presentations in an appendix.

Style (please use 12pt Times New Roman bold for all headings)

This is our preferred style for all first paragraphs after headings: the text (set in 12pt Times New Roman) is justified, with no indent. Insert one line space between paragraphs.

All subsequent paragraphs are indented and justified. The maximum acceptable length for a WORKSHOP PROPOSAL is TWO A4 pages incorporating all text, references figures and tables. This does not include abstracts for the proposed workshop speakers.

References

For citation in the main text use surname of author and year of publication: Jones (2002) or (Jones, 2002). Insert initials only if there are two different authors with the same surname and same year of publication. The abbreviation "*et al.*" should be used in the text when there are more than two co-authors of a cited paper.

References should be listed alphabetically at the end of the paper. Although "*et al.*" is preferable in the text, in the list of references all authors should be given. References must always be given in sufficient detail for the reader to locate the work cited (see examples below).

Bell J. (2002). *Treatment of Dye Wastewaters in the Anaerobic Baffled Reactor and Characterisation of the Associated Microbial Populations*. PhD thesis, Pollution Research Group, University of Natal, Durban, South Africa.

Henze M., Harremoës P., LaCour Jansen J. and Arvin E. (1995). *Wastewater Treatment: Biological and Chemical Processes*. Springer, Heidelberg.

**Figures and Tables**

If you wish to present your results in a tabular form or by using graphical presentations please use the following formats for tables and figures.

**Table 1** This is a style for table captions. “Table 1, 2 etc” should be in bold. Table captions should appear **above** tables.

Please include your table here.

Please include your figure here.

**Figure 1** This is a style for Figure legends. “Figure 1, 2 etc” should be in bold. Figure legends should appear **below** figures.

Figures and tables should appear in numerical order, be described in the body of the text and be positioned close to where they are first cited. Make sure all figures and tables will fit inside the text area.

Please ensure that all figures are clearly labelled and easily readable in black‑and‑white printing.