

ENG2962: 5th Annual Enterprise Communication Conference
“Making Enterprise Work Visible”
Spring 2008

Call for Workshops, & Presentations

Teams will propose a session for our March 2nd Enterprise Communication Conference based on some aspect of Lucy Suchman’s concepts in “Making Work Visible,” in one of these two categories:

50-Minute Workshop Sessions

Workshops are hands-on sessions, where audience members interact and participate by making or doing something. For example:

- How to put Lucy Suchman’s “Making Work Visible” into action
- How to create an Enterprise resume and/or portfolio
- How to talk to interviewers about your Enterprise experience
- How to run effective Enterprise Team meetings
- How to hold Enterprise Team elections
- How to set up and administer an online discussion board
- How to design and implement a professional engineering/scientific poster
- How to recruit new members for -- and to advertise -- your Enterprise Team
- How to develop an “Editorial & Professional Communication Toolkit” – what’s the difference between Editing, Revising, & Proofreading? Why do you need to know ...?
- How to develop and sustain good team-based communication

Your workshop participants should leave your session with either materials that you provide for future use, or with materials they have created in your session.

50-Minute Presentation Sessions

Possibilities include:

- How people find their way onto and around Enterprise Teams (roundtable session based on first-person narratives)
- How Enterprise alumni have used their Enterprise experience in professional contexts
- A short film and moderated discussion
- A session designed to promote interactivity and collaborative projects between Enterprise Teams
- Presentation technologies: alternatives to PowerPoint? / How to use PowerPoint effectively?
- Types/genres of written, oral, and visual communication that can help support an Enterprise Team’s efforts
- Effective and professional communication strategies when working with new, potential, or established industry partners
- Assertiveness training for team members
- Creating Professional-development opportunities for your Enterprise team members

**Spring 2008
Session Proposal Form
“Making Enterprise Work Visible”
Spring 2008**

Deadline: TBA

Instructions: complete this form in MSWord. Save as proposal_teamname.doc.
For example: proposal_prism.doc
E-mail completed Proposal to: TBA

Keep back-up file copies stored in a safe place.

Your Enterprise Team Name:

Your Enterprise Team Participants

1.)

Participant #1 is the moderator, session coordinator, and session contact person

Name:

E-mail:

Phone number:

2.)

Name:

E-mail:

Phone number:

3.)

Name:

E-mail:

Phone number:

4.)

Name:

E-mail:

Phone number:

Proposed Session Format (mark one [x]):

Workshop Session

Presentation Session

Other? (explain)

Proposed Session Title

Title instructions: good titles have two parts: first, the general topic, a colon, and a more focused, specific subtopic that explains the purpose of the session:

General Topic: Subtopic

For example:

“3-D Modeling in Engineering Design: A Two-Year Case Study”

“Why Pizza Should be Free: A Socio-Economic Analysis of Dorm Life”

“Active or Passive Verbs in Scientific Writing?: A Workshop for Writers”

“Enterprise Communication Experiences: A Post-Internship Report”

See how that works? General + Specific.

Conference participants will choose sessions to attend largely on session titles, so be both specific and creative.

Your Title:

Your Proposed Session Description (150-200 words) that *persuasively* address:

- What topic(s) will you cover? *Be specific.*
- What can participants expect to learn at your session? *List three potential learning outcomes.*
- Why is this an important topic for Enterprise Team members to know about? *Be specific.*
- What kind of room will you need for your session?: classroom, computer lab, room with film-showing capabilities? What equipment will you need: overhead projector? Whiteboard? Other?

Use this and the next page for your Session Description & Proposal....