

Inforum Virtual Lab Proposal

What is a Virtual Lab? Inforum's Labs are short learning modules focused on a particular topic of interest and are scheduled throughout the year. Labs allow for insight into a particular topic, are about 90 minutes or less, and delivered through the Zoom Virtual Conferencing Platform. Labs are a response to Inforum's members that desire:

- **Additional educational offerings** beyond leadership programs to learn about new ideas/interesting topics
- **Greater online engagement** with others to expand networks and forge relationships across a variety of industries and expertise
- **Flexibility** to develop key professional development tools in the comfort of their home, or on the go.

Lab Facilitators are Inforum members who volunteer to design and deliver sessions that:

- deliver a fast-paced learning opportunity with focused outcomes
- provide wonderful examples of role models
- foster intentional connections

If you would like to facilitate a virtual lab through Inforum, please complete and submit the following information (add any additional information as needed):

Virtual Lab Platform: Zoom

- I. Please select which available features will be needed for lab delivery (to select multiple, hold "shift"):
- II. May we record this session? Please select all that apply:
 - For Inforum members
 - For Virtual Inforum Library
 - For other purposes (i.e. social media, etc.)
 - No recording permitted for any purpose

Virtual Lab Proposal Outline

- I. Facilitator Name & Bio (attach w/photo)
- II. Lab Title

III. Time Required (Max time for content: 90 minutes)

IV. Learning Objectives/Key Takeaways for Participants

V. Lab Description

VI. Description of interactive activities

VII. Pre-work described (if applicable)

VIII. Handouts described (if applicable)

IX. Marketing Language (add key messaging for marketing i.e. text for ecard, social media post, etc.)

X. Maximum number of attendees (if applicable)

XI. Are you a current Inforum Member?

XII. Any additional information not requested above that would aid in marketing this learning experience: