

Thank you for your interest in submitting a workshop proposal for The Cultural, Interracial, and Multicultural Special Interest Chapter of Romance Writers of America (CIMRWA).

### **WHAT YOU NEED TO KNOW for instructors**

Information about how our chapter works with instructors of workshops is outlined below.

#### **The CIMRWA will**

CIMRWA promotes the workshop on our website, chapter loops and social media using the summary description provided by the instructor.

We will send invitations to the forum 72 hours in advance and provide a moderator in case of technical difficulties.

We will also be sending a general welcome letter of our own that answers some basic questions.

At the end of the workshop we will ask the students to complete a class evaluation. The results of the evaluation will be shared with you.

#### **Payment**

All presenters will be paid a fee equal to one-half the registration fees collected for the applicable workshop. All workshops will have a minimum of 10 registered participants.

#### **Mini Workshop – 2 Weeks**

CIM Members: \$15

RWA-Members: \$2

Non-RWA: \$25

#### **Full Month Workshop – 4 Weeks**

CIM Members: \$20

RWA- Members: \$25

Non-RWA: \$35

If you would like to submit a proposal for a workshop with a shorter or longer duration than noted above, we are open to discuss the appropriate fees.

The Chapter sponsors the class fee for up to 5 CIM members per workshop.

#### **The Instructor will**

List the workshop on their website and social medias. Respond to emails and request from the workshop coordinator in a timely manner-

Post workshop material to the yahoo loop as per outlined in the introduction to the workshop, including review of assignments if applicable.

Notify the workshop coordinator of technical difficulties if any arise immediately.

Respond to questions regarding the workshop or materials provided within a week of closing.

## **WHAT TO SUBMIT**

Please include the following in your proposal:

Name  
Daytime Phone Number  
Evening Phone Number  
Email Address

Are you:  
Published in Book-length Fiction? Yes or No  
Unpublished in Book-Length Fiction? Yes or No  
Industry Professional (Editor or Agent) Yes or No

Workshop Title:

Workshop Length: 2 weeks, 4 weeks or other?

Target Audience (Beginner, Intermediate, Advanced or Mixed):

Prerequisites/Post requisites (*if any*) is this part of a workshop series:

New workshop/How long you've been teaching this workshop:

Description + Syllabus or List of Topics Covered (will there be assignments/homework) if so how much:

Presenter Bio (including relevant experience and education):

Availability to Present:

Degree of Instructor Involvement (e.g, will there be assignments and will they be reviewed individually or only as examples):

Is there an upper limit on the number of attendees that you need us to be aware of?

We are happy to post an introduction for you to the class if you'd like. If you'd like us to do so included in the proposal.

Send a complete proposal for all workshops.

All proposals should be addressed to: [workshops@cimrwa.org](mailto:workshops@cimrwa.org) subject line: Proposal  
Submission: (Name of Proposal)