**Writing Retreat Example Agenda**

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| **Timeline** | **Activities** |
| 8:30am-8:45am | Arrival   * Get coffee/get comfortable |
| 8:45am-9:00am | Discuss Plan of the Day   * Confirm/revise previously outlined plan of the day based on attendance, priorities, etc. |
| 9:00am-10:30am | Work Session #1 (1.5 hours)   * Group and individual work on priority manuscripts (identified prior to workshop) |
| 10:30-10:45am | Break |
| 10:45am-12:15pm | Work Session #2 (1.5 hours)   * Group and individual work on priority manuscripts |
| 12:15pm-12:30pm | Break/Get Lunch |
| 12:30pm-1:30pm | Lunch Discussion   * Outline a new manuscript as a group |
| 1:30pm-2:30pm | Discuss publication plan/identify places to submit abstracts |
| 2:30pm-3:15pm | Group Break/Walk |
| 3:15pm-5:15pm | Work Session #3 (2 hours)   * Group and individual work on priority manuscripts (and, if time/interest, abstracts/paper identified during midday work sessions) |
| 5:15pm-5:30pm | Break/Get Dinner |
| 5:30pm-6:30pm | Dinner Discussion   * Report back on progress, plans/timelines, next steps (next writing retreat?) |
| 6:30pm | Depart Writing Retreat location |

\*Note: make sure that you have a specific goal or goals for your team writing retreats; advance planning is important to ensure that team members are able to attend and that participating team members have a shared understanding of what they will be working on during the writing retreat (e.g. individual projects vs. team writing).