Submitting a great proposal…

- Carefully consider your topic and the preferred session type as you create your proposal
    - How will the audience experience, understand, and engage with your presentation?
        - Highlight how the content will be presented in an engaging, interesting, and interactive way
        - Consider challenges and successes you have experienced in your work
        - Provide accurate session description that highlights practical knowledge or strategies and encourages audience interaction
    - Include session objectives within your proposal-what is it that participants will learn from your presentation? (We score on session objectives!)
        - Lessons
        - Take aways
        - Action steps
    - Clearly define learning objectives and goals for the session or describe practical knowledge or strategies participants will learn
    - Provide a plain language abstract (We score on the plain language abstract!)
        - Should be written in simple, non-technical terms
        - Should be understood by a lay person
        - Use common words and shorter sentences
- Review proposal submission before submitting
    - We strongly suggest you first compose your proposal in an offline format (e.g., Microsoft Word, Google Docs) before submitting through our online system
    - Be clear in your proposal
        - Reread your proposal
        - Have someone else proofread your proposal
        - Make sure your proposal is free from grammatical or spelling errors