

## CALL FOR PROPOSALS – CHECK LIST

	CHECK IF COMPLETE
1. Title of Presentation (50 characters max)	<input type="checkbox"/>
2. Session Description (200 words)	<input type="checkbox"/>
a. Explain the format of the proposed session	<input type="checkbox"/>
b. Outline content	
c. Key takeaways	
d. Why attendees should choose your session	
e. For “Interested to Speak” members, indicate areas of interest and areas of expertise	
3. Session Format	<input type="checkbox"/>
a. Presentation and Interaction	
b. Panel Discussion	
c. Workshop	
d. Pecha Kucha	
e. Other (explain)	
4. Contact details (name, company/organization, contact information, brief bio (80 words max per presenter)	<input type="checkbox"/>
5. Describe the tools used to accompany your verbal presentation – pptx; pdf; video.	<input type="checkbox"/>
6. Provide approval for your session to be recorded.	<input type="checkbox"/>

**SUBMIT VIA ONLINE SUBMISSION**  
**CALL FOR PROPOSALS – ONLINE APPLICATION**