Call for Presentations Best Practices

How do you make your proposal stand out above the rest? Review these best practices prior to completing your submission.

- **Set clear and realistic expectations**. Think of yourself as the attendee and what content can be learned based on the session timeframe (60 minutes for standard sessions and 25 minutes for quick-dive sessions). Do not over promise the content that can be delivered within your session.
- **Illustrate what is special about your session**. Sessions that share unique perspectives on hot topics are more likely to stand out.
- **Show applicability**. Attendees want practical, goal-oriented, and problem-centered learning that can immediately help them manage their day-to-day challenges. Use storytelling and engagement techniques to encourage learning.
- **Know your audience**. Consider who is likely to attend your session and consider (1) what do they *already know* about the topic? (2) what do they *need to know* about the topic? Attendees have experience and prior knowledge that should be considered in the development of session content.
- **Introduce tactics to engage the audience**. Learning requires access and the ability to contribute. Incorporate tools to encourage active participation such as polling, Q&A, interactive workshop sessions, videos, or group discussions.
- **Select experienced, diverse speakers**. It is not enough to have a strong topic; speakers must be able to effectively communicate and engage the audience. Professional and experienced speakers with diverse experience will be highly considered.
- **Submit your proposal in its final state**. Changes cannot be made to your proposal after the deadline as submissions are scored based on what is submitted.

Submission Guidelines

The following information is required with each submission. *Please ensure your proposal is concise and free of errors*. While there is no required template for submission, all proposals must be submitted through the online portal.

1. Review, acknowledge, and accept the presentation submission policies.
2. Include a session title and description. The description is limited to 150 words and should not include bulleted lists.
3. Include a minimum of three learning objectives.
4. Indicate what the presentation format will be.
5. Include supporting materials such as case studies or other resources to support your proposal.
6. Provide presenter names, titles, designations, headshots, and bios.

Review Criteria

The 2023 proposal reviewers will pay particular attention to the following criteria:

1. How effectively does the proposal connect with specific audience groups attending the conference?
2. Are adult learning principles and practices included to ensure value for participants?
3. Is the topic and description informative and relevant, with clear and immediate application to the work of audience participants?

Deadlines

- **Oct. 31-Dec. 16, 2022**: Call for presentations open *(submission extensions will not be granted)*
- **Feb. 10, 2023**: Notification of submission acceptance/declinations sent to the presentation contact
- **July 6, 2023**: All presenter profiles must be updated/complete including headshots and biographies.
- **July 6, 2023**: FINAL accepted presentation PowerPoints and all additional handouts/materials due to DMEC
- **July 6, 2023**: Conference registration deadline for all presenters and moderators
- **July 22, 2023**: Conference housing deadline for all presenters and moderators