Presentation Proposal Checklist – CSC Career Building Session

Preparing to submit a proposal for an educational session at the 2020 NIRSA Annual Conference? Here's a rundown of the information you will need to input into our online proposal system at nirsa.org/nirsa2020

To get started, enter a <u>Program Proposal Title</u> (Presentation Title – 150 characters)

- A creative title can entice an audience, but make sure people can get a sense of the topic

Then select, <u>Career Building Session</u> as the session type.

1. Presenter Information
   - Be prepared to list for the lead presenter and any co-presenters the following information:
     o Position, Institution, Qualifications & Presenter Experience, Educational Background, Years in the Field
2. Career Session Program Description
   - Program Description – A general overview of your proposal and why it should appeal to attendees
   - Outline / Activities – An outline of your session; how you will organize content, activities, and discussion
   - Short Summary (500 characters) – The summary that is shown in the event app & marketing materials
3. Presenter Agreement
   - Review NIRSA's content and presenter expectations

Submitting your proposal takes <u>TWO clicks</u>. First, click **Save Submission**. Then, click **Submit** to finalize your submission. You may return to edit and resubmit your proposal at anytime prior to the final deadline date.