

april 18-21, 2020



phoenix, arizona

**nirsa annual conference and campus rec & wellness expo**

## Presentation Proposal Checklist – Poster Presentation

*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](http://nirsa.org/nirsa2020)*

To get started, enter a Program Proposal Title (Presentation Title – 150 characters)

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

Then select, Poster Presentation as the session type.

### 1. Presenter Information

- Be prepared to list for the lead presenter and any co-presenters the following information:
  - Position, Institution, Qualifications & Presenter Experience, Educational Background, Years in the Field

### 2. Poster Description

- Select a Topic Area for your poster presentation from the following list:
  - Aquatics, Esports, Facility Design & Operations, Fitness, Intramural Sports, Member Services, Outdoor Programs, Sport Clubs, Equity, Diversity & Inclusion, Health & Wellbeing, Higher Education Issues & Trends, Leadership & Management, Marketing & Technology, Small College & Community College, Staff Development, Youth Programs & Camps
- Program Description – A general overview of your proposal and why it should appeal to attendees
- Short Summary (500 characters) – The summary that is shown in the event app & marketing materials
- Outline / Activities – An outline of your session; how you will organize content, activities, and discussion
- (Optional) Learning Support Materials – You may link to a downloadable file with your poster presentation

### 3. Additional Materials

- You can upload your poster file or documents in this step, or click and select **Continue** to pass on this section

### 4. Presenter Agreement

- Review NIRSA's content and presenter expectations

Submitting your proposal takes **TWO clicks**. 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.