Presentation Proposal Checklist – Preconference Workshop

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 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, Preconference Workshops 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. Preconference 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
   - Participant Information – Indicate any minimum requirement or maximum capacity of participants
   - Participant Prerequisites – Note any prerequisites that participants must meet prior to the workshop
   - Short Summary (500 characters) – The summary that is shown in the event app & marketing materials

3. Core Competencies
   - Select up to 3 NIRSA Core Competencies reflected in your session
     - Choose from the NIRSA Core Competencies at https://nirsa.net/nirsa/core-competencies/

4. Learning Objectives
   - Describe three learning objectives for your presentation’s attendees
     - Learning outcomes complete the sentence: “Upon completion of the session, attendees will be able to…”

5. Knowledge Level
   - Choose only one from the following:
     - Foundational – Limited or no prior knowledge or experience of subject area is required of attendees
     - Practical – Some knowledge and experience in the subject area is required of attendees
     - Strategic – Significant expertise, knowledge, and experience in subject area is strongly recommended

6. Focus Areas
   - Indicate if your proposal is designed to connect with one of NIRSA 2020’s four focus areas

7. Preconference Format & Logistics
   - Select the format that best describes your content delivery from lecture, interactive, or combination of both
   - Choose either a half-day (3-4 hours) or full-day (5-7 hours) workshop duration
   - Indicate your preferred room setup among theater (rows of chairs), classroom (tables facing forward), or discussion (roundtables)
   - Note any fees for materials or certifications that would be required of participants
   - Request food and beverage from a coffee break, a lunch, or none

8. Additional Materials
   - To further assist the proposal review team, you can upload presentation slides or documents in this step

9. 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.