



## Call for Proposals Check List

\*Please Submit Completed Checklist with Proposal

Proposal Checklist	Check if Complete
1) Title of Presentation (50 characters max)	
2) Session Description (200 words) a. Outline content and how it relates to theme of Evolution b. Key takeaways c. Why attendees should choose your session	
3) Contact details (name, company/organization, contact information, brief bio (80 words max per presenter)	
4) Session maximum block of time is 1.25 hour (75 minutes). Suggested session length (flexible) to be 45 minutes with 30 minutes for question/answer period.  5) Format: all sessions will be live streamed: describe the tools used to accompany your verbal presentation - pptx; video: OR will it be a panel or workshop format (this will have to be determined with the virtual production vendor).	
6) Specialized requirements for engaging the virtual delegates during the presentation (if applicable).	
7) Confirmation that you are willing to allow your session to be recorded.	
8) If you are willing to stick around and hop into any virtual “coffee rooms” to talk about your presentation or engage in conversation with interested delegates.	

Submit this check list with your proposal via email, to Jordan Zukowski at <mailto:jordan.zukowski@calgary.ca>