

CALL FOR PROPOSALS — CHECK LIST

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1. Title of Presentation (50 characters max)

2. Session Description (200 words)
 - a. Explain the format of the proposed session
 - b. Outline content
 - c. Key takeaways
 - d. Why attendees should choose your session
 - e. For "Interested to Speak" members, indicate areas of interest and areas of expertise

3. Session Format
 - a. Presentation and Interaction
 - b. Panel Discussion
 - c. Workshop
 - d. Pecha Kucha
 - e. Other (explain

4. Contact details – name, company/organization, contact information, brief bio (80 words max per presenter)

5. Describe the tools used to accompany your verbal presentation – pptx; pdf; video.

6. Provide approval for your session to be recorded.



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