

2021 INNOVATIONS CONFERENCE PROPOSAL GUIDELINES

Presenters

The Key Presenter is the principal contact and is responsible for coordinating all correspondence among co-presenters and the League, as well as managing and facilitating the presentation.

Session Types

Proposals may be submitted for one of the session types listed below. All sessions are 30 minutes. Because timeslots for each session type are limited, the League reserves the right to change the session type of accepted proposals.

- Live during the conference; recorded for later viewing
- Prerecorded, with live chat monitored by presenters during the conference; available for later viewing
- Prerecorded for on-demand viewing during and after the conference

Experience

You will be asked to indicate your experience presenting at online/virtual events, and, if applicable, to include a link to a recording of a previous online/virtual event, webinar, or class presentation.

Conference Topics

- Leadership and Organization
- Learning and Teaching
- Student Services
- Workforce Preparation and Development

Presentation Title

Presentation titles may include up to **10 words** that will catch the attention of conference participants and accurately describe a session. Titles should not include special characters (e.g., !) or all capitalized words (e.g., NOW) unless these elements are part of an official title or acronym.

Presentation Description

Presentation descriptions of up to **150 words** are used in the conference program to succinctly, persuasively, and accurately tell participants what to expect from a session. Include how you will use the platform's tools, such as polls, Q&A, chat, reactions, and hand raise, to engage the audience.

Descriptions should be written in full sentences to help conference participants determine the scope and level of the session and its appropriateness to their needs. Descriptions should indicate who the session will particularly benefit, if appropriate, and what they will learn.

Presentation Plan

Include session objectives/outcomes, sample content for a typical slide, and a detailed timeline indicating how you will use the 30-minute presentation time. A sample timeline is provided below:

- 3 minutes – introduction and poll to determine who is in the room
- 7 minutes – overview of program, project, or initiative (rational/purpose, plan/implementation, results)
- 2 minutes – poll
- 6 minutes – issues, challenges, lessons learned
- 8 minutes – chat/Q&A
- 4 minutes – next steps and close

Co-Presenters

Up to 2 co-presenters may be added to each proposal (3-presenter maximum).

**The League reserves the right to (1) change the session type of accepted proposals, (2) make changes to proposed presentation titles and descriptions, and (3) place sessions in alternative conference topics.*