



Call for Presentations Submittal Process Preview:

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Submitter Details

***The submitter will be the main point of contact for all communication sent out regarding this submission.**

The submitter will be responsible for dispersing information to panelists as necessary and as requested by conference organizers.

The submitter is the main point of contact between conference staff and their panel. They should communicate with their session's panelists frequently and in a timely manner any updates, changes, requests, deadlines, or other details provided by conference staff.

Your Name *

Your Company *

Your Email *

Your Phone Number *

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Speaker Details

***Each selected panel will receive one complimentary registration, which will be given to the main speaker as listed below.**

The Main Speaker assists in leading the panel, whether it be by serving as moderator or simply guiding the session creation along in a timely, organized manner.

All other panelists will be required to cover the cost of their registration, which will be offered at a discounted rate.

Main Speaker (Speaker 1)

***This speaker will receive a complimentary registration.**

First Name *

Main Speaker

Last Name *

Main Speaker

Title *

Main Speaker

Company *

Main Speaker



City *

Main Speaker

State *

Main Speaker

Email *

Main Speaker

Mobile Phone *

Main Speaker

Professional Bio *

Main Speaker

Please limit to 200 words or less.

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Session Details

Proposed Session Title ***Proposed Session Description *****Will this session have a moderator? ***

- ☐ Yes
☐ No

Focus Area *

To what focus area is your presentation geared?

Level of Understanding *

Please identify the attendee's required level of understanding or prior experience/skills related to the subject matter presented in this workshop.

Required Experience/Skills *

Please identify the attendee's prior experience or skill set required.

Learning Objectives

Objectives need to state what attendees will learn and outline benefits and outcomes for the attendee. Objectives should be clear and concise, as they will be used for both accreditation and marketing purposes.

Please do not use bullet points or dashes.

Ex: Attendee will learn how to sell to senior management and become a trusted advisor.

Learning Objective 1 ***Learning Objective 2 *****Learning Objective 3 ***

Additional Comments