Proposal Submission Checklist

✓ **Presentation Title** (100 characters/15 words max)
A proposal must have a short, specific presentation title that indicates the nature of the presentation. If selected, this title will be used in the conference program. Do not use abbreviations, periods, all capitals, multiple hyphens or other formatting in your title. Use traditional title format; capitalize first letter of every word. Please make sure your title captures the participants' attention and accurately describes your session.

✓ **Presenter Information** (for all presenters)
Please note, the information you submit (i.e. job title, organization, etc.) will appear in the conference program exactly as it is submitted. Please check with your co-presenters to be sure the information is accurate before it's submitted.
   o Contact information
   o Member type (Note that the primary presenter must be a school or employer member of MBA CSEA. Affiliate members, and school/employer non-members can be added as additional presenters after the primary presenter is entered).
   o Organization name
   o Job title
   o Bio (250 words or less)
   o Qualifications (250 words or less)
   o Previous presentation links and speaking experience (if applicable)
   o Twitter handle (if applicable)

✓ **Intended Audience**
Please select the intended audience(s) carefully. An audience should only be selected if there is a significant amount of content within the presentation that will apply directly to that audience.
   o Advanced Practitioner
   o Employers
   o Employer relations
   o Career counseling/coaching
   o International
   o New Practitioner
   o Operations
   o Specialized Masters
   o Working professionals
   o ALL

✓ **Summary Session Description** (100 words max)
Please provide a thorough summary of your session description, including tangible takeaways for conference attendees.

- ✓ **Learning Objective(s)** (150 words max)

- ✓ **Audio/Visual and Room Requests**
  Our standard audio/visual set-up includes the following: a projector, screen and remote clicker (if needed), stationary podium and/or handheld microphones if needed depending on room size (one for every two presenters/panelists), and Internet access. Please indicate if you will need the following items, so that we can include them in our order. Presenters must provide their own laptop and HDMI connector. We reserve the right to make changes if needed. Please be sure your requests are complete upon submission of your proposal. We are not able to make last minute on-site changes to A/V set-up.
  - LCD Projector and Screen (please provide your own laptop)
  - Table for panel
  - Flip chart(s) (let us know how many below)
  - Remote Clicker

- ✓ Please add the number of **flip charts** you are requesting:

- ✓ Will you need to use **audio or video** with your presentation (projected from a laptop)?

- ✓ Will you be using a **mac or a PC**?

- ✓ **Copyright/Permissions Statement**
  Presenters will be asked to agree to the items below (and inform your fellow presenters about these requirements).

  - By submitting this proposal, I give MBA Career Services & Employer Alliance (MBA CSEA) permission to publish my presentation materials, should my proposal be accepted.
  - I understand that I will not receive an honorarium; if other co-presenters participate, they will not receive an honorarium.
  - I understand that I will be required to pay the registration fee for the conference if I am selected to present, and I will communicate this to all other presenters. Vendors must register as a sponsor, exhibitor or affiliate participant.
  - If selected, I agree to adhere to the deadlines communicated by conference organizers/planning committee.
  - I understand that my conference presentation is not a showcase for promotion of my business, practice or product, and I will not sell my products or services from the MBA CSEA speaker platform.
  - Presenters must refrain from overt statements, harsh language, or pointed humor that disparages the rightful dignity and social equity of any individual or group.