2017 Conference Session Proposal
Submission Guidelines & Instructions

Thank you for your interest in submitting a session proposal for the 2017 DSLUG Conference! This document is intended to provide information on submission guidelines, as well as helpful tips guiding you through the submission process.

Submission Guidelines

- **Proposal Submission Deadline**: Tuesday, April 25, 2017 at 11:59 PM PDT
- **Proposal Acceptance Announcement Date**: Friday, May 19 by 11:59 PDT
- DSLUG reserves the right to modify the Proposal Submission Deadline and/or Acceptance Announcement Dates. Any updates will be posted on the submission site and announced to DSLUG Members.
- All proposals must be submitted via the 2017 DSLUG Conference Session Proposal Submission Site. Incomplete, mailed, or emailed proposals cannot be accepted.
- All presenters must adhere to the *DSLUG 2017 Conference Speaker Policy*, available for download during the submission process.
- Sessions proposed by partners will have a much higher likelihood of being selected if done with their customers.
- We suggest you gather all information needed for each session proposal before submitting:
  - **Session title** (max 12 words) and **description** (max 100 words)
  - **Names and email addresses** of individuals involved in your presentation (presenters, co-presenters, moderators, etc.). Note: you may opt to propose a session without including suggested presenters, if you or a colleague do not wish to be considered as a session presenter.
  - **Track(s)** which are most relevant to your presentation (e.g., BI & Reporting, Accounting/Finance, etc.)
  - **Dynamics SL product versions** which are applicable to your session
  - **Learning objectives** for your session to complete the sentence, "Participants will be able to…". At least 1 is required; it is suggested to provide up to 3 objectives.
  - **Level of knowledge** attendees should have for the session (basic, intermediate, advanced)
  - **Format** of the presentation (Concurrent, Deep Dive, Roundtable/Interactive, User Showcase, Premium)
- You will be notified of your proposal's status via email by the Proposal Acceptance Announcement Date.
- If you have difficulties with the online submission process, please contact us at: support@dslug.com.

Skill Level

- **Basic**: Participant will have little to no awareness of the subject area. The session will maintain basic terminology and/or skills building on the subject area.
- **Intermediate**: Participant should have a moderate level of experience with the subject area. The session scope assumes that basic terms and scenarios are understood by the audience.

- **Advanced**: Participant will have full command of the subject area. The session scope will be deep. The audience will participate with the understanding that the session will sharpen already proficient knowledge and skills in the subject area.

Presentation Format

- **Concurrent Session**: presentation by the speaker designed to help participants increase their understanding in a particular area of interest. Used for delivering broad informational content or procedures to accomplish a specific item. May also involve specific learning topics or step-by-step instruction on a particular subject. Should have some time reserved for question & answer opportunities.
- **Deep Dive**: an in-depth, targeted presentation or demonstration of the procedures to accomplish a specific task. Session is similar in intent and content to a Concurrent Session, but provides an additional half hour for a total of 90 minutes.
- **Roundtable/Interactive**: presenters facilitate an organized, collaborative discussion of a specific theme, issue, or question, with most of the content coming from attendee questions and interaction. Presenters should prepare some talking points/content relative to the topic to get conversation started and encourage attendee interaction and discussion. May be presented as an "Ask the Experts" session featuring a panel of end users/subject matter experts.
- **User Showcase**: this "case study" format enables attendees to learn ways in which other companies are utilizing Dynamics SL in their businesses. The session will be predominately a presentation, similar to a Concurrent Session, with the showcasing company sharing experiences and best practices.
- **Premium**: a conference add-on training session providing an in-depth look at topics in an interactive, expert-led environment. Classes are typically offered on Tuesday or Friday of the conference. Class length is a half day, although full day and multi-day options will be considered. Class size is limited.

Review Criteria

All submissions are rated for importance, scope of coverage of the topic, and relevance to the Dynamics SL community and industry. Proposals should be sufficiently detailed to allow evaluation of these criteria.

Online Submission Site

DSLUG 2017 Conference session proposals will be submitted using the online CadmiumCD Event Management System. Visit the 2017 DSLUG Conference Session Proposal Submission Site to log in and submit your proposal. Please follow each step carefully. For technical assistance, please contact **CadmiumCD Technical Support**:

> Hours: 9 – 6 ET, Mon - Fri
> Phone: (Direct) (410) 638-9239
> Phone: (Toll Free) (877) 426-6323
> Email: Help@ConferenceAbstracts.com
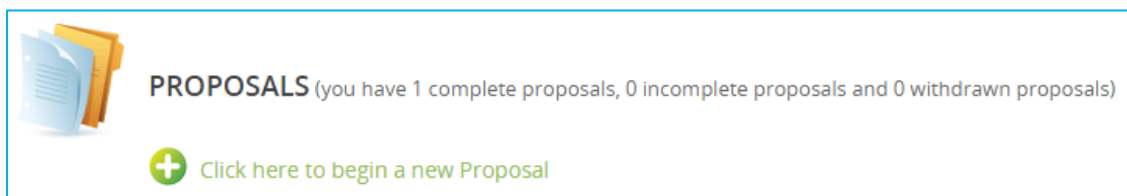> Web: www.ConferenceAbstracts.com

Further Questions?

For assistance, contact DSLUG support at support@dslug.com. If you have specific questions about your session proposal content, email content@dslug.com to reach the DSLUG Content Chair and DSLUG Director.
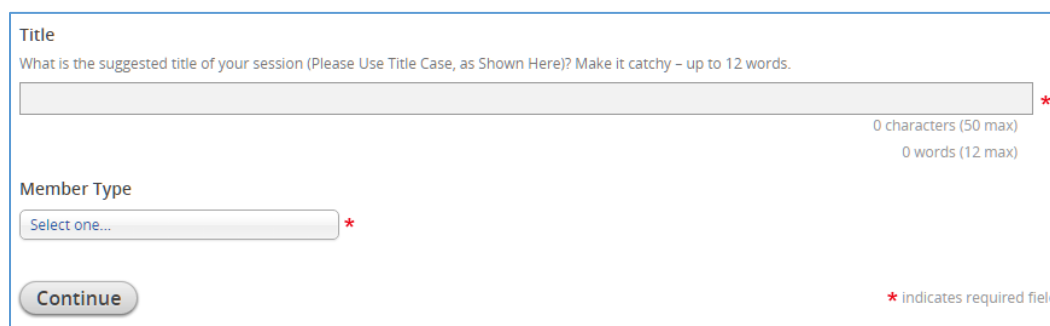
Submission Instructions

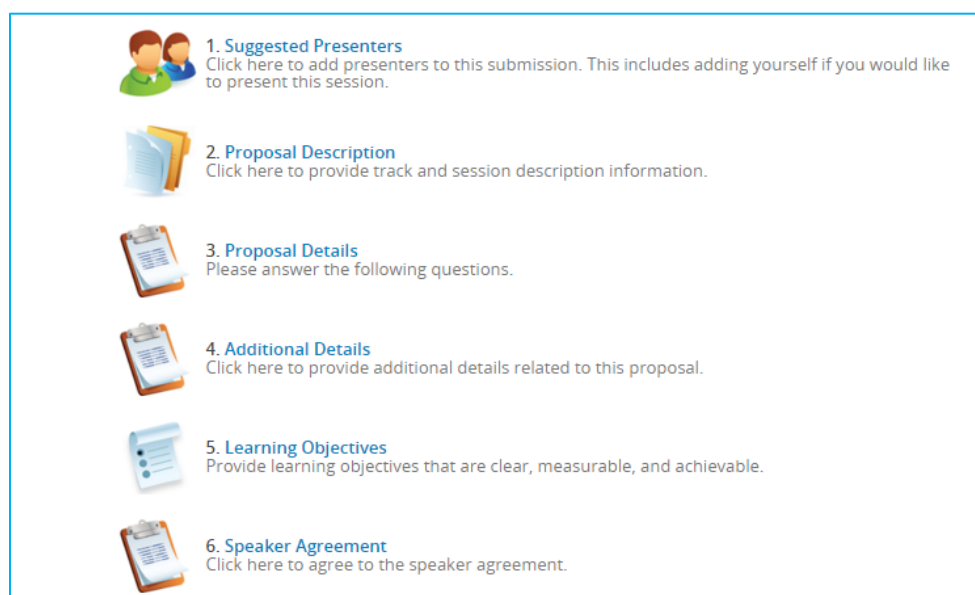*Text and images below are for example purposes only and may differ from the actual proposal submission site.*

1. After logging into the 2017 DSLUG Conference Session Proposal Submission Site, under PROPOSALS, click the green linked text to **begin a new proposal**.

PROPOSALS (you have 1 complete proposals, 0 incomplete proposals and 0 withdrawn proposals)

Click here to begin a new Proposal

   a. Enter your submission title and your DSLUG member type. Then click continue.

Title
What is the suggested title of your session (Please Use Title Case, as Shown Here)? Make it catchy – up to 12 words.

*
0 characters (50 max)
0 words (12 max)

Member Type
Select one...   *

Continue   * indicates required field

2. You will be directed to the task list of items to be completed before submitting your proposal.

   a. **Click on the name of each task** (in blue) to complete. Green checkboxes precede completed tasks.

1. Suggested Presenters
Click here to add presenters to this submission. This includes adding yourself if you would like to present this session.

2. Proposal Description
Click here to provide track and session description information.

3. Proposal Details
Please answer the following questions.

4. Additional Details
Click here to provide additional details related to this proposal.

5. Learning Objectives
Provide learning objectives that are clear, measurable, and achievable.

6. Speaker Agreement
Click here to agree to the speaker agreement.

   b. NOTE: if you need to complete any task at a later time, your proposal will be saved as an incomplete submission. To complete your proposal, upon logging in, click the link under the PROPOSALS section. A proposal is not considered complete until all tasks have been completed.

PROPOSALS (you have 1 complete proposals, 1 incomplete proposals and 0 withdrawn proposals)

Click here to begin a new Proposal

Example Title: Using Title Case for Your Title
Edited 2/24/2016, 2:15 PM INCOMPLETE SUBMISSION PREVIEW

3. Click the blue **Suggested Presenters** task link. In this task you will provide the name and email address of your suggested session presenter(s). This includes adding yourself if you would like to present the session.

1. Suggested Presenters
Click here to add presenters to this submission. This includes adding yourself if you would like to present this session.

a. Click **ADD NEW PRESENTER**. If you do not have a presenter to suggest for this session, skip to step 3d.

Add your presenters.

Presenter List (Records: 0)

ADD NEW PRESENTER

b. Provide presenter's name and email address at minimum; you may include other info as available. Click **ADD PRESENTER**.

Personal Details

Laura * | M.I. | Gariano * | Suffix

Contact Details

laura.gariano@dynamiccommuniti* | Office Phone

Mobile Phone

Professional Information

ADD PRESENTER

c. Click **to add additional** presenter name(s) as needed. If you need to **edit** a presenter, click the blue hyperlinked presenter name. To **delete** a presenter, click the grey trash can to the right of the name.

d. Click **Save Presenter List / Exit Task** to complete the task.

4. Click the blue **Proposal Description** task link. In this task you will provide the session description and other important data including the suggested tracks/topics and product versions to which your session best applies.

2. Proposal Description
Click here to provide track and session description information.

a. **Complete all required fields** (primary track, secondary tracks, version, and session description) according to the guidelines indicated.

Primary Track
Which track is most appropriate for this topic?
BI & Reporting ▼ *

Secondary Track(s)

☐ Accounting/Finance
☐ BI & Reporting
☐ Customization/Programming/Technical
☐ Distribution & Service
☐ General
☐ Premium
☐ Project/Payroll
☐ Sponsor
☐ SQL

Version *

- ☐ Dynamics SL 2015
- ☐ Dynamics SL 2011
- ☐ Dynamics SL 7
- ☑ Any

Description

Please provide your suggested session description. This should help us understand the scope, goals, and purpose of your session, and should be presented as you suggest it be written in print and online.
Up to 100 words.

Test session submission description here. Up to 100 words of plain text with no formatting. Be sure your description describes the session scope, goals, and purpose. *

26 words (100 max)

b. Click **Continue** to complete this task.

26 words (100 max)

Continue

5. Click the blue **Proposal Details** task link. In this task you will provide the most appropriate level, format, and target audience for your session.

3. Proposal Details
Please answer the following questions.

a. **Complete required fields** to indicate the session's appropriate level, format, and target audience.

Level *

What level of knowledge should the attendee have?

Intermediate ▼

Format *

What is the suggested format for this session?

Concurrent Session ▼

b. Click **Continue** to complete this task.

6. Click the blue **Additional Details** task link to answer additional questions about your proposal.

    a. Complete the **optional fields** for this session.

Overall Topics

As a Dynamics SL User, what overall trends and strategic topics would you like to see addressed at the fall conference?

As an analyst I'm interested in learning about BI & Reporting improvements out of the box, add-on, and other options including those in the Microsoft stack. Sessions on Power BI including options for connecting to Dynamics SL would be great.

b. Click **Continue** to complete this task.

Continue

7. Click the blue **Learning Objectives** task link to provide session learning objectives (at least 1 and up to 3).

5. Learning Objectives
Provide learning objectives that are clear, measurable, and achievable.

a. Complete the **required learning objective field** for this session.

1 Learning Objective
Complete the sentence, 'Upon completion, participant will be able to....' Use action words to begin this learning objective, such as list, describe, define, demonstrate, conduct, etc.

Upon completion, participants will be able to ...

*

8 words (30 max)

b. Complete up to 2 **additional optional learning objective fields** as appropriate for your session.

2 Learning Objective
Complete the sentence, 'Upon completion, participant will be able to....' Use action words to begin this learning objective, such as list, describe, define, demonstrate, conduct, etc.

Upon completion, participants will be able to ...

8 words (30 max)

3 Learning Objective
Complete the sentence, 'Upon completion, participant will be able to....' Use action words to begin this learning objective, such as list, describe, define, demonstrate, conduct, etc.

Upon completion, participants will be able to ...

8 words (30 max)

c. Click **Submit** to complete this task.

Upon completion, participants will be able to ...

8 words (30 max)

Continue

* indicates required field

8. Click the blue **Conference Agreement** task link. This final task involves reviewing the DSLUG conference and event speaker policy and indicating you have read and understand the document.

6. Conference Agreement
Review the conference session/speaker agreement.

a. **Click the hyperlink** to download a copy of the DSLUG 2017 Conference speaker policy.

Click Here to access and read the DSLUG Conference Speaker Policy. Then review the statement below and check the box to indicate you have read and understand the policy provided.

Acknowledgment *

b. **After reviewing the document, check the box** to indicate you've read and understand the policy.

Acknowledgment *

☐ I have read and understand the DSLUG Conference Speaker Policy provided.

c. Click **Continue** to complete this task.

☐ I have read and understand the DSLUG Conference Speaker Policy provided.

Continue

9. When all tasks have been completed (green checkboxes will precede each), click **Preview & Submit**.

1. Suggested Presenters
Click here to add presenters to this submission. This includes adding yourself if you would like to present this session. **If you have no presenters to suggest, please open task and click save.**

2. Proposal Description
Click here to provide track and session description information.

3. Proposal Details
Please answer the following questions.

4. Additional Details
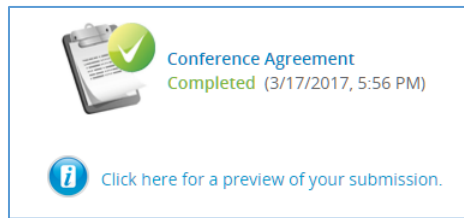Click here to provide additional details related to this proposal.

5. Learning Objectives
Provide 1-3 learning objectives that are clear, measurable, and achievable.
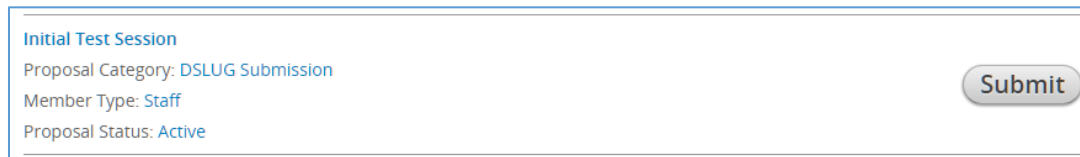
6. Conference Agreement
Review the conference session/speaker agreement.

Preview & Submit

a. If you'd like to **preview your submission**, click the blue link at the bottom of the screen.

b. Click **Submit** at the top of the screen.

c. You will receive a **confirmation email** and your session will change to **Completed** in the PROPOSALS section of the submission site.

d. If desired:
   - Click the blue PREVIEW link to **view your proposal**.
   - Click the green RESEND CONFIRMATION EMAIL link to **email a copy** of your proposal.
   - Click the hyperlinked name of your proposal to **edit until the closing date** (April 25).
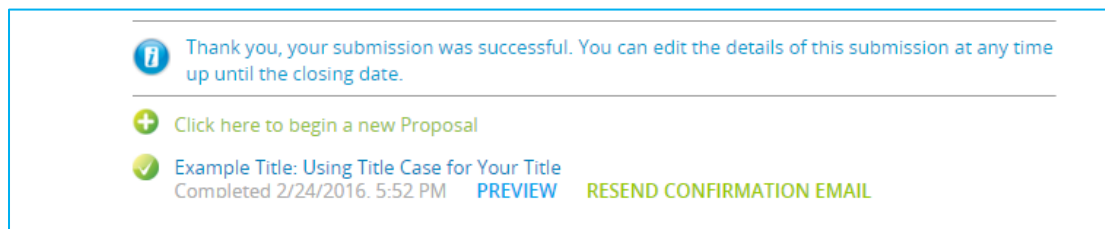
10. **If you have more sessions to propose, click to begin a new proposal.**
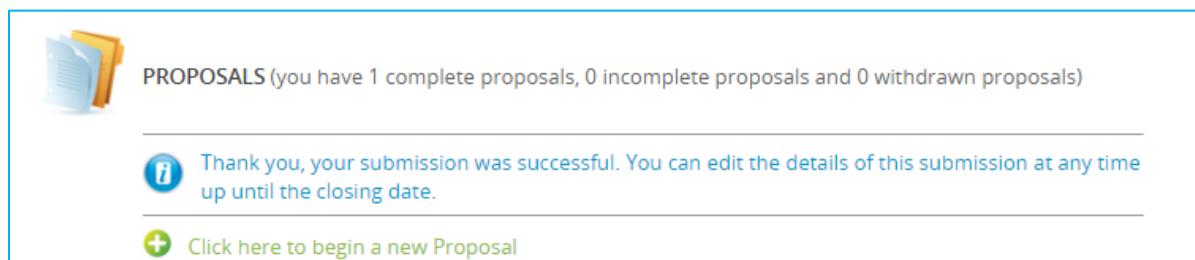
11. **For assistance,** contact DSLUG support at support@dslug.com. If you have specific questions about your session proposal content, email content@dslug.com to reach the DSLUG Content Chair and Director.