Proposal Submission Checklist

✓ Presentation Title (100 characters/15 words max)
✓ 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, if needed.
   o Contact information
   o Member type (Note that the primary presenter must be a school or employer member of MBA CSEA)
   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 (select up to three):
   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 Employers
   o Employer relations
   o Career counseling/coaching
   o Working professionals
   o Operations
   o International
   o Specialized Masters
   o Advanced Practitioner
   o New Practitioner
   o ALL
✓ Summary session description (150 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 set-up requests. Select from the following list. Please provide the number of each item that will be needed. Please confer with co-presenters if needed, to ensure that all A/V requests are submitted on the proposal form. We are not able to accommodate on-site A/V changes.
   o Lavaliere (wireless) microphone
   o Podium microphone
   o LCD screen and projector (please provide a laptop computer)
   o Table for panelists

- Flip charts
- Remote clicker
- Other
- If using a laptop, will you be using a MAC or PC (please note that we are unable to supply laptops)