



# Cadmium

## Cadmium Spark 2022 Call for Submissions Frequently Asked Questions

### **When and where will the conference be held?**

Cadmium Spark 2022 will be held on Monday, July 25 and Tuesday, July 26, 2022, at the Washington Nationals Park in Washington, DC.

### **Will any special hotel rates be offered?**

In May 2022, we will be providing special hotel rates at nearby hotels.

### **When are speaking proposals and ideas due?**

Submissions are due by 11:59 pm EST on Friday, March 18, 2022.

### **When will I find out if my session proposal has been selected?**

The Education Program Team plans to send notifications no later than May 1, 2022.

### **Who is eligible to submit?**

We accept proposals and ideas from current Cadmium clients, partners and staff. We also welcome proposals and ideas from professionals who serve in event and learning technology roles in association, non-profit, academic and corporate settings.

Keep in mind that all sessions accepted through the call for submissions must be educational and informational in content. No marketing or self-promotion is allowed.

### **What types and durations of sessions will be offered?**

- Education/Info Sessions (45-60 minutes inclusive of questions and answers) will feature knowledge and skills that can be applied immediately by the participant. Participants engage in discussions and are given time to ask questions and discuss the content with the speakers and peers.
- Case Studies are 20–30-minute presentations of real-life examples. These in-depth studies from a specific group or event will identify and analyze specific scenarios that occurred.
- Hands On Learning Labs (45-60 minutes inclusive of questions and answers) will allow participants to engage in hands on learning activities in the Cadmium platform. These are computer-based learning labs and participants will be asked to bring/utilize their own device.





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- Panel Discussions (45-60 minutes inclusive of questions and answers) will be facilitated discussions on a specific challenge or topic with 3-4 panelists who share different perspectives or insights. Questions for the panelists come from the session participants and the moderator.
- Rapid Fire Ideas Exchanges will feature 5–7-minute slide presentations by Cadmium clients who share innovative or creative ways they have utilized one or more Cadmium products.
- Workshops (45-60 minutes inclusive of questions and answers) will be highly interactive and enable participants to work through, examine and discuss shared experiences, trends and/or challenges.
- Other - please feel free to suggest a new Cadmium Spark presentation type or experience along with the desired session length.

## **Who is the target audience for Cadmium Spark 2022?**

The target audience for Cadmium Spark 2022 includes Cadmium clients and professionals who serve in event and learning technology roles in association, non-profit, academic and corporate settings.

## **Are speakers compensated?**

Up to two complementary full-conference registrations will be provided per session. This free registration is given to the first two speakers listed on the submission form. This registration cannot be shared or split. Speakers who are selected to conduct more than one session are given one free registration in total.

For any additional persons involved in a session, normal conference registration fees and discounts will apply.

NOTE: All speakers must be listed when you submit your proposal. Additional speakers cannot be added to your session without the approval of Cadmium staff.

## **How long does the submission process take?**

If you have reviewed the guidelines and have your information ready, it should take about 15 minutes or fewer to complete the submission process. You can also save your partial session proposals and/or topic ideas and finish them later before the Call for Submissions closes.

If you don't complete your session proposal by the deadline, it will be marked as incomplete and will not be considered.





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You will receive an email confirmation that includes your session proposal details once it has been successfully submitted.

If you have other speakers, panelists and/or a moderator to list on session proposals other than yourself, you will have the ability in the submission platform to invite them to submit their necessary information.

## **What information do I need to provide in order to submit a session proposal?**

You will need to submit the following:

- Submission title that is short and specific and indicates the nature of the session proposal
- Session type – see above info on session types
- Session overview and background that describes the basic background on your subject matter/topic and what challenge or problem this session will address
- Session marketing description that will be used to promote and market your session
- Prerequisite participant knowledge and skills that participants already have to get the most from your session
- Learning objectives that indicate how the session participant will be able to apply your session content back on the job
- Your biography
- General ideas or topic area suggestions for Cadmium Spark that are not module or product specific (optional)
- Suggestions or ideas for engagement or networking opportunities with other participants or Cadmium staff (optional)
- How you plan to attend Cadmium Spark 2022 (in person or virtually)
- List of fellow speakers, panelists and/or moderator (if desired) for your session along with their email addresses

It can also be helpful to work on a draft of your proposal offline. This allows you to take time with your answers. [You can download a word document with all of the session proposal questions here.](#)

## **What information do I need to provide in order to submit a topic idea?**

You will need to submit the following:

- Submission title that is short and specific and indicates the nature of the topic idea
- Topic idea description that covers what you would like this session to include in terms of subject matter, learning objectives and participant activities





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- Prerequisite participant knowledge and skills that participants should have to get the most from your session
- Your biography
- General ideas or topic area suggestions for Cadmium Spark that are not module or product specific (optional)
- Suggestions or ideas for engagement or networking opportunities with other participants or Cadmium staff (optional)
- How you plan to attend Cadmium Spark 2022 (in person or virtually)

It can also be helpful to work on a draft of your topic ideas offline. This allows you to take time with your answers. [You can download a word document with all of the topic idea questions here.](#)

**Will I be able to preview my submission(s) and make edits to them?**

Yes, it is possible to preview your session proposal(s) and topic idea(s) and make further edits to them before the deadline date.

**Can I submit more than one session proposal or topic idea?**

Yes, you can submit as many session proposals and topic ideas as desired!

**If my session proposal is selected, will Cadmium pay for my travel or lodging?**

Cadmium is unable to reimburse travel or lodging or provide other financial compensation for speakers.

**If my session proposal is selected, what is required of me as a speaker?**

Speakers will be asked to log into Cadmium's Education Harvester to complete tasks by specific deadline dates. These tasks will include acceptance of speaking invitation, signing a speaker agreement, review of conference info, input of contact info/bio/photo, submission of session info and materials and/or creation of session content. All presenters will be required to participate in a speaker training to be held in June.

**If my session proposal is selected, will I have the option of coming in person or presenting virtually?**

While we highly encourage onsite participation from our speakers, there will be an option to present remotely if you are unable to attend in person.

**What audio visual equipment will be provided at Cadmium Spark for my session?**





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A laptop computer, projector, screen, wireless lavalier microphone(s) and wireless participant microphone will be provided. Other AV equipment can be requested through the Education Harvester.

## **What resources are available to help me write a strong session proposal?**

Among the best resources for learning how to write a strong proposal are the session descriptions from past Cadmium users group conferences such as the [2019 EthosCE User Group Conference](#), the [2020 EthosCE User Group Meeting](#), the [2020 Peak Virtual Bootcamp](#), [CadCon 2020](#) and [CadCon Peak 2021](#). These descriptions essentially are edited versions of the content from the session proposal form, and they can be a great place to look for inspiration on what content to include in your proposal and how to approach your angle on a topic.

## **What COVID measures and guidelines is Cadmium putting in place for the event?**

The event will follow COVID-19 protocols as recommended by the CDC and local health organizations. These protocols may include providing proof of a negative COVID test and/or proof of full vaccination, practicing hand hygiene, social distancing, wearing face coverings, and/or other measures to reduce the risks of exposure to COVID-19. We will confirm full guidelines on our website closer to the event date.

## **What if I have additional questions?**

If you have any questions about the proposal form, these instructions, or the event, or if you are unsure whether your topic is appropriate for this event, please email Monica Myhill, CMP, CRP, CPTD, Client Training Manager at [monica.myhill@gocadmium.com](mailto:monica.myhill@gocadmium.com).

