ATD 2026 Core4 Conference
Call for Proposals (CFP)
Template

This is for demonstration purposes only. You must submit your proposal in the online submission portal by January 30, 2026.

Proposal Link: https://www.abstractscorecard.com/cfp/submit/login.asp?EventKey=WTBIJGNE

Learning and development professionals are expected to design learning that lasts, deliver engaging training, and prove impact, all while keeping up with constant change. It's a lot to juggle! That's why the Core4 conference has been engineered to address these challenges head-on.

Through sessions, keynotes, networking, and peer connections, the Core4 experience gives attendees clear strategies and new perspectives. It also focuses on immediately applicable skills to strengthen people's programs and advance their career. Every aspect of Core4 emphasizes real workplace problems and actionable solutions from fellow practitioners who have been in the same shoes as attendees.

Want to share your insights and ideas with the L&D community? There are **TWO** opportunities to speak at Core4 in 2026:

- **In-person** in Indianapolis, Indiana from **September 29-October 1**
- **Online** at our virtual conference taking place **December 1-3**

We'd love to have you play a part in either one: or maybe even both!

What we're looking for in Core4 proposals

We're accepting proposals for sessions that strongly connect to one of the four key themes of the event:
- Instructional design
- Training delivery and facilitation
- Evaluating impact
- Emerging trends

NOTE: While this event focuses on the core aspects of learning and development, it's not just for beginners. We're looking for a mix of **solutions-focused sessions** that cover inspiration for seasoned professionals as well as more introductory sessions for people new to the field.

Session types
This year, there are three session formats you can choose from:

- **Power Hour:** These high energy, interactive **60-minute sessions** focus on discussions and activities. They may include some lecture components, but the majority of the time is spent on activities.
- **Industry Insights:** These more traditional, lecture-style, **60-minute sessions** dive deep into topics, share practical ideas, and provide insights for attendees to apply on-the-job immediately. There may be interactivity in these sessions, but the majority of the time is speaker-focused.
- **Quick Wins:** These fast-paced **30-minute sessions** zoom in tight on a tool, skill, case study, or narrow theme. They're a great fit for valuable topics that just don't fill the typical 60-minute time slot. And their short length makes them an approachable option for new speakers too.

Submitter:
First Name _____Last Name_____ Email _____ Office Phone _____Cell Phone_____
Company/Organization_____Position/Title_____
Address Line 1 _____Address Line 2 _____
City_____State_____Zip_____Country_____

Task 1: Session Title and Focus

- **Proposal Title:** Please provide a title for your session limited to no more than 10 words. Please use title case rather than all caps or sentence case. Please refrain from using inappropriate or offensive words. ATD reserves the right to edit titles.
- **Track:** Select one (1) track. The tracks are Evaluating Impact, Instructional Design, Training Delivery & Facilitation, and Emerging Trends.

  Evaluating Impact - *This track highlights implementing learning analysis process models and systems to measure talent development intervention, program effectiveness, and organizational outcomes.* Possible topics might include:
  - Aligning Assessments to ROI in L&D
  - Data & Analytics
  - Evaluating Learning Impact
  - Evaluation Frameworks and Instruments
  - Evaluation Metrics – What to Measure

  Instructional Design - *This track focuses on trends and topics related to analyzing learning and performance needs, and designing instructional programs, materials, or experiences to meet those needs.* Session topics might include:
  - Instructional Design Frameworks and Approaches
  - Instructional Design Case Studies
  - Accessibility

- Building a career in instructional design (portfolios, resumes, interview skills, networking tips)
- Building Partnerships with SMEs and Stakeholders
- Microlearning
- Digital Tools and Platforms
- eLearning and Multimedia Development
- Storytelling for Learning
- The Science of Learning

Training Delivery & Facilitation - *This track covers the transfer of knowledge and skills via selecting or developing the appropriate delivery options to make learning engaging, effective, relevant, and applicable.* Session topics might include:

- Building a Career in Facilitation: (e.g. resumes, interview skills, networking tips, and training delivery skills)
- Digital Facilitation Tools
- Facilitation Approaches (In-Person, Hybrid, and Virtual)
- Facilitating Learning Activities
- Learner Engagement
- PowerPoint Design
- Presentation Skills
- Using Storytelling as a Facilitator

Emerging Trends - *This track gives L&D professionals opportunities to explore emerging topics and trends—including industry research, approaches, frameworks, technology, systems, processes, or delivery. These topics will enable attendees to develop and deliver cutting-edge training and lead the future of our field.* Session topics can include but aren't limited to:

- Artificial Intelligence and Machine Learning
- Augmented Reality/ Virtual Reality
- Chatbots for Learning Transfer
- Digital Cohorts/Knowledge Management/Social Learning
- Skills Based Organization
- Preparing Your Career for the Future: (e.g. Personal Branding, building a consultant practice, creating a professional development plan for continuous learning, becoming resilient)
- Other Hot L&D topics

- **Level of Prior Knowledge Needed:** Select one (1). Select the most appropriate level for this content.
    - Beginner: Little to no prior knowledge of the topic.
    - Intermediate: Some prior knowledge or experience with this topic.

- Advanced: Very knowledgeable on this topic and looking for a refresher or new perspective in this topic area.

- **Target Audience:** Select one or multiple. Please consider the audience for which this content is most appropriate.
    - Instructional Designer: Professionals who create and deliver learning materials for a variety of audiences and industries.
    - Facilitator/Trainer: Someone who guides groups through collaborative learning and decision-making and imparts knowledge and skills through instruction and activities.
    - L&D Director/Manager: Someone who analyzes existing training programs to determine whether they provide employees with the skills needed to perform their jobs. Or develops and executes learning strategies, designs and delivers training programs, assesses development needs, and tracks learning effectiveness.
    - Career Transitioner: Someone in the process of finding and moving into a new job or career.
    - New Practitioner: Individuals newly appointed to a learning and development role or existing learning.
    - Internal Practitioner: Someone who identifies learning/training needs, designs/sources training and learning solutions, delivers and evaluates training, and works with stakeholders/business area managers within an organization.
    - Independent Consultant: A professional who works on a contract basis for a client for a set period, providing expert advice and specialized knowledge in their field.
    - Other

Task 2: Attendee-Facing Session Description

- **Session Description:** *(character limit is 750)* In this question, share a quick and attention-grabbing description of your session that, IF SELECTED, would be used for the public-facing program guide, app, website, and event marketing. **Write it as a quick pitch to attendees** to convince them they should come to your talk. Be sure to highlight aspects they'd find enticing, like the challenges you'll address, the solutions you'll share, and/or what they'll gain by attending. (long response)
- **Session Outcomes:** *One session outcome is REQUIRED. Up-to three preferred.* Attendees want to know how they'll be able to use the tools, skills, or concepts from your session to make an immediate impact at their organization or in their career. So share the 1-3 most compelling outcomes they should expect to gain from attending your session. Be sure to use action verbs and action-oriented statements, such as explore, discover, utilize, apply, etc. Your outcomes should complete the sentence: **After completing this session, participants will be able to**: (long response)

- **Challenges Solved:** Core4 attendees are always on the lookout for ways to overcome tricky L&D and career issues. What are 1 to 3 important L&D challenges or problems this session will help attendees solve?

Task 3: Additional Session Information for Reviewers - INTERNAL REVIEW ONLY

- **Proposal Overview:** This section gives **our proposal review team** a deeper look at your session's idea. So use it to help them see why your session is a strong fit for the Core4 program and why attendees would be excited to come to it. Include the key themes/topics/tools/approaches the session will touch on. And consider including how your session connects to the track you chose. There's not a character or word limit, so you have space to share lots of details. (long response)

- **Session Agenda:** Understanding the session timing, flow, and interactions is another important way to help the proposal review team understand your plan for your session. In this section, share an outline of the key subtopics you plan to cover, the timing and flow of how you'll cover them, and where activities/discussions will fit in. The more detail you include the better—even if it's just a first draft that you end up revising after the session is accepted. (long response)

- **Your Take on the Topic:** We may get multiple submissions on similar themes. So it's helpful to know what's unique about how your session explores this topic. This can include how your work history informs the session, the angle you're taking on the session theme, the way you plan to share your content, or other differentiators.

- **Why This Topic Now:** Core4 is all about ideas people can use right away. So share why you believe this topic is particularly important for the Core4 audience to explore right now. (long response)

- Which 2026 Core4 conferences would you like this proposal to be considered for? (Choose one or both)
    - **In person in Indianapolis, Indiana:** September 29-October 1, 2026
    - **Online at the virtual conference:** December 1-3, 2026

Task 4: Session History

- Has this session been presented at any other event (including ATD events)? YES or NO
- If you answered YES, please list the name of the conference at which it was presented and the dates. Please enter N/A if you selected NO. (long response)
- If this has been presented before, is your plan to present the same version shared at past events, or do you plan to change it for the Core4 audience in any way? **Note:** Planning to make substantial changes? We recommend reworking the session title and description, so it is clear to attendees that this presentation isn't the exact same content they may have seen from you before. (long response)

Task 5: Session Speaker Information
Speaker:

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First Name _____Last Name_____

Email _____ Office Phone

_____Cell Phone_____

Company/Organization_____Position/Title_____

___ Address Line 1 _____Address Line 2

_____

City_____State_____Zip_____Country_____

- Are you a first-time speaker at any ATD conference? YES or NO
- **IN PERSON AVAILABLILITY:** If you're proposing to speak at the in-person conference in Indianapolis, Indiana, are there any conference days you would be unable to present on?
    - ο Tuesday, September 29, 2026
    - ο Wednesday, September 30, 2026
    - ο Thursday, October 1, 2026
    - ο I am available to speak during any of the conference dates above.
- **ONLINE AVAILABLILITY:** If you're proposing to speak at the virtual conference, are there any conference days you would be unable to present on?
    - ο Tuesday, December 1, 2026
    - ο Wednesday, December 2, 2026
    - ο Thursday, December 3, 2026
    - ο I am available to speak during any of the conference dates above.
- **Speaker Biography:** Please share a short bio that's 500 characters or less. NOTE FOR PAST SPEAKERS: we don't keep speaker bios on file, so please add your current bio even if you've shared one with us in the past.
- **Speaker Headshot:** Please upload a digital image (a high-resolution, professionally produced portrait, if possible) for use in conference-related materials.
    - ο Formats: .jpg, .png, or .gif
    - ο At least 300 dpi.
    - ο At least 600x600.
    - ο Maximum file size to upload is 16MB.
    By uploading a photo of yourself, you certify that you have the right to distribute the image and you release it for use on the program materials for the event.

Task 6: Speaker Submission Agreement & Conference Policies

I understand that if I am accepted as a Core4 Speaker, I'll *receive*:
- ο One (1) complimentary and non-transferable registration to the Core4 event I am speaking at.
- ο **In-Person speakers only**: One (1) night complimentary at the conference hotel only.

o   **In-Person speakers only**: An opportunity to participate in an Author Meet & Greet, if applicable.

I understand that if I am accepted as a Core4 Speaker, I will **do** the following:

o   Provide a 10-30-second video describing why attendees should attend my session and what I plan to cover.

o   Create a LinkedIn post to promote the upcoming event.

Commitment to Speak: Being invited to speak at an ATD conference is an honor and a privilege. By sharing your expertise, you make a valuable contribution to the profession's field of knowledge and to the individual learning of our participants. If you are selected, please view this opportunity as a commitment like any other and ensure that you can deliver the session by securing your organization's support and managing your workload and clients to keep this time open. We understand that things do happen and appreciate your advance notice in the event of extreme circumstances that prevent your attendance.

Honorarium, Lodging & Complimentary Registration: ATD is a nonprofit educational association with a responsibility to its members to manage its resources carefully. Speakers will receive a one-night hotel stay at the conference hotel only, plus tax and one complimentary full conference registration for the event. Delivering an education session is voluntary and unpaid. The speaker's individual travels are at their own expense.

Noncommercial Policy: ATD conference education programs are learning experiences first and foremost, and as such must be noncommercial in content and delivery.

Code of Conduct
•   Refrain from overt statements, harsh language, or pointed humor that disparages any individual or group's rightful dignity and social equity.
•   ATD is committed to providing a professional, friendly, and welcoming learning environment for everyone at our events, regardless of gender, sexual orientation, disability, race, ethnicity, religion, national origin, or other protected classes. Speakers must commit to upholding the ATD Code of Conduct(link) throughout their engagement at Core4.

Proposal Considerations
•   ATD continues to seek and provide a balanced slate of speakers with a diversity of backgrounds, viewpoints, and organizational affiliations.
•   Each individual or organization may submit up to two (2) speaking proposals. Any proposals submitted in excess of this limit will be deleted from the system based on your colleagues when submitting from large organizations.
•   Proposals are selected based on the information submitted. Submitters are expected to follow the instructions carefully and supply all requested information. Missing or incorrect

information could make the proposal ineligible for consideration. This refers to, but is not limited to, missing/incorrect speakers listed on the proposal.

- The number of speakers is limited to two per session.
- Exceptions to these limits must be pre-approved by ATD.

Intellectual Property: All work that you submit should be original to you. To the extent the work includes any third-party materials, ensure you have the appropriate permissions for using those materials and that the work does not infringe the rights of any third party, including copyright, trademark, and/or right of publicity.

I have read and agree with the above terms and conditions. Sign

Task 7: Overview
I have reviewed the Speaker Conference Policies and the Speaker Submission Agreement and ensured that all steps have been completed in my submission. I understand that any incomplete steps will not have a green check mark next to them. I understand that this proposal submission can be changed until the deadline (January 30, 2026).
I have read and agree to the above terms and conditions. Sign