



Submission Requirements Checklist

Detailed Contact Information

- 1. Presenter Information
- 2. Marketing and Public Relations Contact
- 3. Administrative Assistant Contact

Proposal/Bio Information and Uploads

*You may upload up to three submissions.

- 1. Headshot, high resolution
- 2. Bio (40-50 words)
- 3. Presentation title (75 characters)
- 4. Presentation format (seminar or panel)
- 5. Audience (choose all that apply)
- 6. Tracks (choose all that apply)
- 7. Abstract (40-50 words)
- 8. 4 Learning points attendees will receive from this presentation
- 9. AV requirement beyond the standard mic, projector and screen
- 10. List events you plan to present this session during next 12 months