

**2018 ANCOR Conference  
Call for Sessions**  
Submission Due Date: November 10, 2017

*Thank you for considering ANCOR's 2018 Annual Conference to present your bright idea.*

*To help you prepare your submission, below are all the questions you will need to answer to submit a complete proposal.*

*For consideration, you **MUST** submit your proposal via the online portal here: [ANCOR submission portal](#). (Emailed submissions will not be reviewed.)*

**PART 1: Presenter (and Co-Presenter) Contact Information, Bio, and Headshots**

Primary Presenter information:

- Full Name
- Primary Phone Number
- Email
- Organization
- Title
- Organization Address
- Professional Biography (50-word limit)
- Headshot (optional) – .jpg or .tif format; minimum of 300 dpi for printing resolution

Co-Presenter information (up to 2 additional co-presenters): Primary Presenter must provide the following information on behalf of each co-presenter in the proposal.

- Full Name
- Primary Phone Number
- Email
- Organization
- Title
- Organization Address
- Professional Biography (50-word limit)
- Headshot (optional) – .jpg or .tif format; minimum of 300 dpi for printing resolution

## PART 2: Tell Reviewers Why They Should Select Your Proposal

- **Why do you want to give a presentation on this topic? What challenge are you trying to tackle?** (75 word limit)
- **What is the key message you want attendees to take-away? What is the one thing you want to remember after the conference?** (25 word limit)
- **Tell us why, how, and/or which relationships matter.** (e.g., discuss key partners critical to success; methods for building key networks or relationships; etc.) (50-word limit)
- **Specify the tools or resources you will give the audience to take home.** (50 word limit)
- **How do you plan to engage the audience? Describe interactive activity and lesson, if any.** (75 word limit)
- **Provide an outline of your 1-hour session (include 15-mins for Q&A).** (100 word limit)
- **Have you or your co-presenters presented on this topic previously?**  
 No       Yes

If YES, list the last 4 events:

Year	Event Name or Host Organization	Presentation Title

## PART 3: Session Title and Description for conference website, conference app, and conference program

- **What is your Session Title?** (10 word limit):
- **Provide Session Description** (150 word limit): State the problem, key argument, and what attendees can expect to take-away by attending your session
- **If attendees could search for your session, what key words would you use that best describes your topic?** (4 keywords max)

## **PART 4: Additional A/V Needs?**

Standard break-out room set-up will include:

- head table
- laptop pre-loaded with your presentation slides
- projector and screen
- microphone
- ability to play videos (videos MUST be in MP4 or .WMV format)

***Would you require additional A/V equipment beyond the standard set-up (noted above)?***

No       Yes

If YES, what additional equipment will you require? \_\_\_\_\_

*(NOTE: This does not guarantee we can accommodate the additional equipment. If selected, we will review additional A/V requests on a case-by-case basis.)*

***If demand calls for it, would you be willing to give your presentation twice at the Conference?***

Yes       No

## **PART 5: Terms of Agreement**

**By submitting this proposal, you and your co-presenters explicitly agree to:**

- *Refrain from attempting to persuade attendees to purchase or use a specific product, service, piece of equipment, or device.*
- *Refrain from partisan political views and instead ensure a balanced representation of perspectives to reflect our community's diversity.*
- *Give a presentation that fits within a 1-hour timeslot that includes adequate time for audience questions (i.e., 45-minute presentation plus 15-minutes for Q&A).*
- *Submit presentation slides by **March 30, 2018.***

REMINDER: Submission due date is **November 10, 2017.**