

ASTD 2010 International Conference & Exposition

Proposal Submission Steps

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1. You will have 60 minutes to complete your submission once you enter the template. You may modify a submission after it has been submitted until the deadline (8/26/09).

2. Proposals must include all requested information and must be submitted online by the deadline (8/26/09).

3. Prepare your proposal **before** entering the online submission template using MS Word or other software and keep a copy of your proposal(s) for your records. ASTD is not able to send you a copy of your proposal(s).

4. Listed below is the information you will be required to submit in the electronic submission form.
PLEASE REVIEW THIS INFORMATION BEFORE YOU BEGIN THE SUBMISSION PROCESS.

-Submitters name, phone, and email for a new login. eCode to login for a returning submitter. NOTE: The submitter may also be a speaker.

-Speaker name, full mailing address, phone, and email plus a brief bio (bio maximum: 2000 characters including the spaces).

-Name, full mailing address, phone, email, and bio for each co-speaker.

Be sure to update info for speakers already in the system, including Areas of Expertise and Industry Affiliation.

-One reference for each speaker with full mailing address, phone, and email. (Someone outside your organization who has heard you speak and can attest to your speaking ability and content knowledge).

-Proposal title--be succinct and descriptive (maximum: 10 words).

-Description of what the session is about (maximum of 2000 characters including the spaces).

-One, two, or three Learning Objectives which show how the learner will be able to apply the session content back on their job.

-Delivery methods to clearly demonstrate how you will conduct the session. Be specific but brief. (maximum of 1000 characters including the spaces).

5. You will also be asked to select one of each of the following from menus:

- Track
- Format
- Duration
- Learning Approach
- Select one Target Audience