

Conference Session Design Document

Key questions to ask as you prepare your session content and delivery methods.

Question	Your Ideas
1) What is the purpose of this session?	
2) Who is the target audience for this session?	
3) How will the information, new knowledge, and/or ideas benefit the learner ?	
4) After attending this session, what actions will the learner realistically be able to take upon returning to his/her job?	
5) Are my objectives Application-Focused (per ASTD guidelines) and realistic for the content and allotted time?	
6) What interactive or experiential elements will support the content and be workable in the conference setting?	
6) What other methods will I use to deliver the session?	
7) Is my handout a resource for the learner including a Job Aid as a quick reference?	
8) How well have I met the ASTD requirements (review requirements listed in RFP)?	

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Timing	Topic	Key Points	Activities	AV & Materials
Session Topic: How to bake a cake				
<i>Example:</i> 2:00-2:15 pm	1) Assembling materials and equipment 2) Measure dry ingredients	-List of dry ingredients -List of liquid ingredients -Equipment needed (bowl, mixer, etc.) -Demonstrate how to measure dry ingredients	Ask learners to measure dry ingredients as you have instructed. Go on to next step.	Handout pg. 2 Slide 3