

# ASTD TechKnowledge® 2010

## Checklist for Proposal Submission

1. Develop your proposal content in Word or WordPerfect first.
  - Create a title (maximum: 10 words)
  - Determine the Track, Learning Approach, Format, and Target Audience
  - Write a description (maximum: 2000 characters **including** the spaces)
  - Write one, two or three Application-Focused Learning Objectives
  - Describe your delivery methods; be specific but succinct (maximum: 2000 characters **including** the spaces)
  - Include your preferred room set-up and any special needs for our reference (no guarantee these will be honored).
2. Submit your proposal by pasting your prepared proposal into the specific fields of the online template. Complete all required fields using the selection buttons and menus.
3. Save a copy of your proposal—ASTD is not able to send you a copy.
4. Obtain your speaker reference with full contact info (**someone outside your organization who has heard you speak and can attest to your speaking ability and content knowledge**).
5. Limit your proposals to two per company or individual. Submit only your two best proposals. Do not submit the same proposal in multiple tracks—simply make a note that it could also work in another track.

Be sure to follow each step to ensure that your proposal is properly submitted. *You will see verification of your submission on screen when you complete the submission.* Print the verification screen for your records.

**If you do not see that message, log in again and click Modify to see if your proposal has been saved. If so, make any necessary changes and resubmit. If you are still unable to submit your proposal, please contact ASTD at [speakers@astd.org](mailto:speakers@astd.org).**