

Proposal Submission Fields

Be prepared to enter the following information in the proposal fields:

- Submitters name, phone, and email for login. Submitter may be the same person as a speaker
- For all speakers : Name, full mailing address, phone, and email plus a brief bio (bio maximum: 2000 characters including spaces)
- Three areas of expertise for the speaker plus one industry affiliation
- One reference for each speaker with full mailing address, phone, and email. (Someone outside the speaker's organization who has heard him/her speak and can attest to the speaking ability and content knowledge)
- Proposal title (maximum: 10 words--keep it succinct!)
- Select one Duration, Format, Track, Learning Approach, and Target Audience (see RFP for details on Learning Approach and Target Audience)
- Succinct description (maximum: 2000 characters including spaces)
- Maximum of three Application-Focused Learning Objectives—please use the guidelines for Application-Focused Learning Objectives. All objectives must conform to this format.
- Delivery methods be sure to clearly state how you will conduct the session (lecture, exercises, etc.). Include preferred room set-up and any special needs (maximum: 2000 characters with spaces). Room set-up choices are: theater-style seating; table rounds (very limited)
- ASTD does not guarantee that these requests will be met in every case.