



## #OETC21 Session Proposal Submission Overview

OETC understands that preparing and submitting a Session Proposal can be a long and tedious process. Here is a helpful guide to assist you in submitting your session proposal for consideration:

- 1) Begin by reviewing the Presenter Resource Documents provided for #OETC21:
  - Presenter Tips and Suggestions
  - Conference Theme
  - Conference Tracks
  - Session Formats & Lengths
  - Scoring Rubric
  - Event Terms and Conditions
  - Payment & Cancellation Terms and Conditions
  - Presenter Terms and Conditions
- 2) Here is a comprehensive list of what you will be required to provide when you go to submit your session proposal:
  - Contact information
    - o your name, organization, organization type, job title, job title category, grade level, email address, work phone number and work address
    - o Biography (200 words or less) that will display in your attendee record, for use when you are attending sessions, networking, and in the meeting hub.
    - o Photo (.jpg – 350px wide x 400px high) which will display with both your attendee record and your presenter record
    - o Social media handles
  - Session Proposal Information
    - o Session title (10 words or less), Session Format
    - o Session topic, keywords
    - o Virtual Presenter Affiliations & Virtual Presenter Biography (will be displayed with your presenter information and any accepted sessions)
    - o Session description – 1000 words or less
    - o Alignment with Conference Track, Audience Skill level, Learning Objectives, and Relevance to Attendees
    - o Presenter Qualifications (this is not a biography – must be an anonymous listing of qualifications)
    - o Session track, Audience Skill Level, and Session Length
    - o Scheduling Preferences and pre-recording requests
    - o Session Hashtags