*As you’re planning your DevLearn 2018 proposal, feel free to use this document to work on the draft of your responses. When you’ve finalized your proposal content, paste your answers into the official survey and then save this file for your records.*

*If you have any questions prior to submitting do not hesitate to reach out to us by emailing* [programs@elearningguild.com](mailto:programs@elearningguild.com?subject=2018%20DevLearn%20Question)

**Session Title and Type**

**1. Please select the type of session for this proposal.**

\* BYOD stands for Bring your Own Device. These proposals should be for hands-on sessions/workshops requiring laptops and/or mobile devices.

* Concurrent/stage session (1 hour/45 minutes)
* BYOD Concurrent session (1 hour)
* One-day Workshop
* BYOD One-day Workshop

**2. What is the suggested title for your session? NOTE: Your suggested title should be approximately 8 words.**

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**Session Description**

Remember! Conference attendees will be relying on the info you provide here to determine if they want to attend your session, so be descriptive! Be sure to write with the attendee in mind, such as using sentences starting with phrases like "You will...".

**3. Describe in no more than 70 words the issue or problem that this session addresses:**

(Your answer here should paint a picture of the problem your session is addressing.)

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**4. Describe in no more than 100 words how this session will address this issue or problem:**

(Your answer here should explain how your session solves the problem for an attendee. Address the attendee by focusing on sentences starting with phrases such as “In this session you will… learn, explore, create, etc.” which captures the attendee-focused narrative desired in our session description.)

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**5. List at least four specific takeaways people will get from attending this session.**  
**Complete the sentence**, "In this session, you will learn:"

* 1
* 2
* 3
* 4
* (add additional bullets as necessary)

**6. List the technologies/platforms/devices that you will demonstrate or discuss** **in your session**

(Do NOT list **your** A/V requirements):

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**7. ANSWER ONLY IF PROPOSING A BYOD SESSION - What technology/software/hardware (if any) do attendees need to bring/load for your BYOD session or BYOD workshop?**

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**8. Target Audience (select all that apply)**

* Designers
* Developers
* Managers
* Senior Leaders (Directors, VP, CLO, Executive, etc.)
* Other

**9. ANSWER ONLY IF PROPOSING A WORKSHOP - Prerequisite Audience Knowledge: What knowledge or skills (if any) should attendees should have to get the most from your workshop?**

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**10. ANSWER ONLY IF PROPOSING A WORKSHOP - How will your workshop go beyond the scope of a one hour concurrent session and use the full day?**

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**11. What other events have you given or proposed this presentation for?**

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**Availability**

**12. Date Conflicts: Indicate any days you would NOT be able to present at this event.**

* Monday, October 22 (Pre-conference day 1)
* Tuesday, October 23 (Pre-conference day 2)
* Wednesday, October 24 (Main conference day 1)
* Thursday, October 25 (Main conference day 2)
* Friday, October 26 (Main conference day 3)

**Session AV Needs**

**Our standard set up for sessions includes:**

* Theater style seating with a head table to present from (Workshops have the option custom table set up i.e. rounds)
* One HD LCD projector with HDMI connection to your device - maximum screen resolution: 1920x1080
* One projection screen – 16:9 or 4:3 formats supported
* Wireless internet connectivity
* A microphone (if the room size calls for it)
* Audio speakers (can be connected to your presentation device via headphone jack if needed)
* One flipchart

**13. Will you have additional equipment requirements beyond the standard set up? If no additional requirements, please enter "None"**  
  
NOTE: These are subject to approval by the Program team

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**14. What type of device will you be using to present?**  
  
NOTE: If your device does not have an HDMI connection, please be sure to bring the appropriate adaptor with you

* PC
* Mac
* iPad Pro
* Other – Write In

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**15. ANSWER ONLY IF PROPOSING A WORKSHOP – What is your workshop room set up preference?**

* Rounds of 6
* U-shaped
* Classroom
* Theatre seating
* Other – write below

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**Presenter Information**

**16. Primary Speaker Information**

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| --- | --- |
| **Name** |  |
| **Job Title** |  |
| **Company Name** |  |
| **Office Phone Number** |  |
| **Cell Phone Number** |  |
| **Email Address** |  |
| **City/State/Country** |  |
| **Which pronouns do you use when referring to yourself?** | * She/Her * He/Him * They/Them * Other – Write in |

**17. Biography: This bio should highlight career or educational experiences, awards, etc. Do not describe your organization’s products or services. (No more than 100 words)**  
NOTE: If you have spoken at eLearning Guild events in the past and your bio has not changed, you may enter ON FILE in this space.

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**18. Have you spoken at an in-person eLearning Guild event before?**

* Yes
* No
* No, but I have spoken at an eLearning Guild online event

**Co-Presenter (if needed)**

**20. Co-Presenter Demographic Information**

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| **Name** |  |
| **Job Title** |  |
| **Company Name** |  |
| **Office Phone Number** |  |
| **Cell Phone Number** |  |
| **Email Address** |  |
| **City/State/Country** |  |
| **Which pronouns do you use when referring to yourself?** | * She/Her * He/Him * They/Them * Other – Write in |

**21. Biography: This bio should highlight career or educational experiences, awards, etc. Do not describe the co-presenter’s organization’s products or services. (No more than 100 words)**  
NOTE: If you have spoken at eLearning Guild events in the past and their bio has not changed, you may enter ON FILE in this space.

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**22: Has your co-presenter spoken at an in-person eLearning Guild event before?**

* Yes
* No
* No, but they have spoken at an eLearning Guild online event

**Third Party Contact Information (if needed)**

**Note:** If this proposal is being submitted by someone other than the speaker(s), please put submitter’s name, email, phone, and relation to speaker(s) in this section. You must provide contact info for the speaker(s) so we can contact the speaker(s) directly to discuss the proposal content.

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| --- | --- |
| **Name** |  |
| **Job Title** |  |
| **Company Name** |  |
| **Relationship to the speaker(s)** |  |
| **Primary phone** |  |
| **Other phone** |  |
| **Email** |  |