

Please Fill Out and Include with Submission

**Submission Checklist
and Presenter Acknowledgement**
(each proposal should be submitted separately)

I have submitted

(.pdf, .doc, or .docx format)

labeled *First Name, Last Name, Item (EmeryMikelPhoto.jpg)*:

- Photo of you - .jpg (submit co-presenter's too if applicable), might be cropped by staff.
- Name and Credentials followed by 100 Word Bio, (submit co-presenter's too if applicable)
- Complete CV (not resume) (submit co-presenter's too if applicable)
- Presentation Title (75 character limit, with spaces)
- Presentation Format (1-hour Talk, 3-hour Workshop, or 6-hour Intensive)
- 50-word Description of Presentation (to print in program)
- Program Outline Form
- Program Proposal Form (with any special material requests and the email address that you want us communicating with you on for the remainder of this conference, so please choose wisely [so we aren't bothering you at work!].)
- Submission Checklist and Presenter Acknowledgement (

Check if needed:

- Connection for laptop presentation such as PowerPoint (we will do our best to supply several types of connectors for the flat screen TVs, but if you know you need a special connection please bring the appropriate cable yourself.)
- Clear space for people to move/dance/spread out (not just because it would be nice, but vital for workshop.)
- Covering for tables (using art supplies, or materials that could be messy.)

Please Initial:

_____ I have checked each objective (same on both Program Outline and Proposal Form) and each has a number that makes it measurable. My objectives are measurable and observable. I understand if this is not true, my proposal will not be considered.

