2022 VIRTUAL INNOVATIONS CONFERENCE PROPOSAL GUIDELINES

Presenters

The Key Presenter is the principal contact and responsible for coordinating all correspondence among co-presenters and the League, as well as managing and facilitating the presentation.

Session Types

Proposals may be submitted for one of the session types listed below. All sessions are 45 minutes. Because timeslots for each session type are limited, the League reserves the right to change the session type of accepted proposals. All recorded session content will be available for viewing for an extended period after the conference.

- Collaborative: A live virtual breakout session with two-way communication between presenter(s) and participants via video, chat, and other tools such as polls, Q&A, reactions, and hand raise. Up to 500 participants can attend at one time. These sessions will be recorded for later viewing.
- Video on Demand: Presenters submit a recorded video file/Google drive link to the League **no later than February 1**. Participants watch these videos at a time of their choosing during and after the conference. (Prerecorded video requirements: .MP4, .MOV, .WMV, or .FLV files only; <100 GB; title character limit of 60, including spaces)

Experience

You will be asked to indicate your experience presenting at online/virtual events (e.g., conference, webinar).

Conference Topics

- Leadership and Organization
- Learning and Teaching
- Student Services
- Workforce Preparation and Development

Presentation Title

Presentation titles may include up to **10 words** that will catch the attention of conference participants and accurately describe a session. Titles should not include special characters (e.g., !) or all capitalized words (e.g., NOW) unless these elements are part of an official title or acronym.

Presentation Description

Presentation descriptions of up to **150 words** are used to succinctly, persuasively, and accurately tell participants what to expect from a session. Include how you will you use the platform's tools, such as polls, Q&A, chat, reactions, and hand raise, to engage the audience.

Descriptions should be written in full sentences to help conference participants determine the scope and level of the session and its appropriateness to their needs. Descriptions should indicate who the session will particularly benefit, if appropriate, and what they will learn.

Presentation Plan

Include session objectives/outcomes, sample content for a typical slide, and a detailed timeline indicating how you will use the 45-minute presentation time. A sample timeline is provided below:

- 4 minutes – introduction and poll to determine who is in the room
- 11 minutes – overview of program, project, or initiative (rational/purpose, plan/implementation, results)
- 2 minutes – poll
- 10 minutes – issues, challenges, lessons learned
- 13 minutes – chat/Q&A
- 5 minutes – next steps and close

Co-Presenters

Up to 2 co-presenters may be added to each proposal (3-presenter maximum).

The League reserves the right to (1) change the session type of accepted proposals, (2) make changes to proposed presentation titles and descriptions, and (3) place sessions in alternative conference topics.