*As you’re planning your Learning Solutions 2021 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.*

*NOTE: Required questions in the survey are noted with an asterisk (\*)*

# Learning Solutions 2021 Call for Proposals

## Thank you for your interest in speaking!

Before you begin the submission process, it can be helpful to write a draft version of it as well as read some examples of what we’re looking for in proposals.   
  
A [Word version](http://www.elearningguild.com/showFile.cfm?id=6415) of the proposal questions is available so you can create a draft and edit your work before you submit. This can save you significant time and also make refining your idea easier. As well, it can be handy to keep a copy of this document for you to reference should your proposal be selected.  
  
Also, consider downloading [this PDF](http://www.elearningguild.com/showFile.cfm?id=6320) that shares examples of what makes a successful session proposal and what common mistakes you'll want to avoid.  If you'd like additional tips for what great session proposals look like, the best examples are the session descriptions from previous conferences. You can view the [2019 sessions here](https://www.learningguild.com/lscon/sessions/?selection=doc.5735&event=642).  
  
If you have any questions prior to submitting don't hesitate to reach out to us by emailing [programs@learningguild.com](mailto:programs@learningguild.com)  
  
Good luck!

## Session Title and Type

#### Please select the type of session for this proposal.\*

*Note: Hands-On Learning BYOD (Bring Your Own Device) sessions are specifically for teaching people techniques or tools that require they bring a mobile device or laptop so they can participate. The majority of the time in these sessions should be spent on hands-on activities.*

* Concurrent/Stage Session (1 hour/45 minutes)
* Hands-On BYOD Session (1 hour)
* One-day Workshop
* Hands-On BYOD One-day Workshop

### ANSWER ONLY IF PROPOSING A BYOD SESSION: You indicated your session is a Hands-On BYOD Session. For this type of session attendees should spend the majority of their time doing step-by-step tutorials, designing/developing, or other hands-on activities. Please tell us more about the hands on parts of your session idea and, if applicable, include the devices/software participants will need to bring.\* *(Max word count 100)*

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### What’s the suggested title for your session?\* (Max character count 75)

### *NOTE: It’s helpful to have a title that’s clear about what topics, techniques, and/or approaches your session will cover. That can help it attract the right audience as well as assist attendees who choose sessions based on the title alone.*

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#### What topic(s) best describe the theme(s) of your proposal?\* (Choose up to 3)

* AR & VR
* Data & Measurement
* Development & Tools
* Emerging Tech
* Games & Gamification
* Instructional Design
* Learning Platforms
* Management & Strategy
* Micro & Workflow Learning
* Video & Media
* Virtual Classrooms

## Main Focus

#### Of the topics you selected previously, which would you say is the main focus of the session? *(Choose one (1) main focus from last question)*

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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...".**

### Describe the challenge or problem that this session addresses:\* (Max word count: 150)

Your answer here should paint a picture of the issue your session is addressing.

**EXAMPLE:**  
Many designers find themselves needing to explain complicated concepts in their courses. Pages of text technically get the job done, but they’re tedious to write and even more tedious to learn from. Plus, this approach isn’t very effective, with many people forgetting the content almost immediately after reading it. But what if there were another option for sharing your content in a way that’s easier to understand and remember?

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### ****The next two questions are the most important ones when it comes to how we evaluate your proposal. Be sure to include as much specific detail here as you can about the strategies, approaches, concepts, tools, and technologies you plan to cover so we can best understand your vision for the full length of the session.****

### Describe how the session will provide a solution for attendees:\* *(Max word count: 400)*

### This section is where you should focus your energy. Let the attendees know the details of your solution/approach and what is special about your angle on this topic (we love details, so the more spoilers you give us the better!).

**EXAMPLE:**  
In this session, you’ll learn how animated explainer videos can help you create more engaging content and discover how to create them using a tool you probably already own: CaptiLine. You’ll explore how to slim down your content for the video format and write effective scripts that are both clear and entertaining. You’ll also look at the three important steps for creating explainer videos in CaptiLine. You'll start with how to establish an art style for your project, including fonts, color palettes, and image styles. Next, you'll get tips on how to build animations in CaptiLine, leveraging both templates and tricks with variables. Finally, you'll look at how to record high-quality voice-overs, from what microphones work best with CaptiLine to how to edit audio quickly in the tool itself or in Audacity. You’ll leave this session with a new multimedia approach that will make your content more enjoyable for your audience and help teach them something along the way.

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#### List the specific attendee takeaways. This is also your opportunity to expand upon any strategies, techniques, and/or skills you touched on in the previous two questions. ****Complete the sentence****, "In this session, you will learn:"\* *(Min. Answers=4)*

**EXAMPLE:**

1. Why explainer videos can be more effective than plain text for sharing content
2. What makes a good explainer video script, including brevity, good pacing, and using language and terminology that’s right for your intended audience.
3. How to find the right balance between not enough and too much detail in your videos through editing, knowing your audience, and focus testing.
4. How you can use the features in the animate pane of CaptiLine to illustrate your content and create a video without dedicated animation software.
5. How to record and integrate voice-over and background music into your CaptiLine file using the Audio feature.

1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

2. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

3. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

4. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

5. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

6. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

7. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

8. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

## Session Description

#### Let us know about the technologies/platforms/devices that you’****ll demonstrate or discuss**** in your session. Don’t list your A/V requirements as we don’t need them at this time.\**(Min. Answers=1)*

1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

2. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

3. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

4. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

5. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

6. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

7: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

8: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

9: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

10: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

11: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

12: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

### ANSWER ONLY IF PROPOSING A BYOD SESSION: What device do attendees need to bring in order to participate in your Hands-On Learning BYOD session?\* *(Max characters 1000)*

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### ANSWER ONLY IF PROPOSING A WORKSHOP: ****Prerequisite Audience Knowledge:**** What knowledge or skills (if any) should attendees already have to get the most from your workshop?\* *(Max characters 1000)*

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### 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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### What other events have you given or proposed this presentation for?\*

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#### If you're planning on including audience participation in your session, which kinds of participation do you expect to use?\* *(Min. Answers=1)*

* Hands-on Exercise
* Out of Seat Activity
* Pair & Share
* Polling/Survey
* Q & A
* Small Group Discussion
* Other - Write In: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* None of the above

## Availability

#### The conference is held through the following dates: Sunday, March 28 – Thursday, April 1, 2021\*

* I’m available to speak on any of the conference dates
* I have a conflict with one or more of those dates

#### Select the day(s) you CAN’T speak\*

* I can’t speak on Sunday, March 28 (Pre-conference workshop day 1)
* I can’t speak on Monday, March 29 (Pre-conference workshop day 2)
* I can’t speak on Tuesday, March 30 (Main conference day 1)
* I can’t speak on Wednesday, March 31 (Main conference day 2)
* I can’t speak on Thursday, April 1 (Main conference day 3)

## Third Party Submission

#### Is this proposal being submitted by a third-party?\*

* Yes
* No

## Third Party Details

### ANSWER ONLY IF YOU ARE A THIRD-PARTY SUBMITTAL: ****Third Party Contact Information:**** In the event 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. We require the speakers’ direct contact info in the pages following so we can contact them to discuss proposal content if needed.

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

## Primary Speaker Information

## We continue to offer a free, non-transferable Learning Solutions 2021 registration to the primary speaker of an accepted session - and we take care of the registration process for you. (Pre-conference workshops and activities will still require separate registration and fees) *Note: We evaluate these proposals based in part on the presenters. Requesting a speaker swap after the session is selected to be on the program is at the conference organizer's discretion and may result in the cancellation of the session*.

### ****Primary Speaker****

|  |  |  |
| --- | --- | --- |
| Salutation | Ms.Mrs.MissMr. | Dr.Mx.Other – write in |
| First Name |  | |
| Last Name |  | |
| Job Title |  | |
| Company Name |  | |
| Office Phone Number |  | |
| Cell Phone Number |  | |
| Email Address |  | |
| Street Address |  | |
| Apt/Suite/Office |  | |
| City/State/Zip |  | |
| Country |  | |
| Which pronouns do you use when referring to yourself? | She/HerHe/Him | They/ThemOther – Write in |

#### Add your Social Media contact information:

#### We often promote conference sessions on our social media channels. While this information isn't required to have a proposal accepted, if your session is selected and you'd like us to tag you when promoting it just let us know which accounts to tag.

LinkedIn: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Facebook: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Twitter: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

### ****Bio:**** This bio should highlight career or educational experiences, awards, etc. Do not describe your organization's products or services. *(Max word count 100) NOTE:* If you’ve spoken at Learning Guild events in the past and your bio hasn’t changed, just enter ON FILE in this space.*\**

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**Co-Speaker Submission**

#### Will there be a co-speaker for this session?\*

*The first co-speaker for an accepted session is able to register for the conference at a discounted rate.*

* Yes
* No

### ****Co-Speaker Information****

|  |  |  |
| --- | --- | --- |
| Salutation | Ms.Mrs.MissMr. | Dr.Mx.Other – write in |
| First Name |  | |
| Last Name |  | |
| Job Title |  | |
| Company Name |  | |
| Office Phone Number |  | |
| Cell Phone Number |  | |
| Email Address |  | |
| Street Address |  | |
| Apt/Suite/Office |  | |
| City/State/Zip |  | |
| Country |  | |
| Which pronouns do you use when referring to yourself? | She/HerHe/Him | They/ThemOther – Write in |

#### Add your Social Media contact information:

#### We often promote conference sessions on our social media channels. While this information isn't required to have a proposal accepted, if your session is selected and you'd like us to tag you when promoting it just let us know which accounts to tag.

LinkedIn: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Facebook: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Twitter: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

### ****Co-Speaker Bio:**** This bio should highlight career or educational experiences, awards, etc. Do not describe your organization's products or services. If this co-speaker has spoken at Learning Guild events in the past and their bio hasn’t changed, just enter ON FILE in this space.*\*(Max word count 100)*

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## Third Speaker Submission

#### Will there be a third speaker for this session?\*

*The 3rd speaker in this submission will need to register for the conference at the full rate. They can use any additional discounts that apply, including early registration discounts. Refer to the registration pages on the Learning Solutions 2021 website for more information on the discounts available.*

* Yes
* No

### ****Third Speaker Information****

|  |  |  |
| --- | --- | --- |
| Salutation | Ms.Mrs.MissMr. | Dr.Mx.Other – write in |
| First Name |  | |
| Last Name |  | |
| Job Title |  | |
| Company Name |  | |
| Office Phone Number |  | |
| Cell Phone Number |  | |
| Email Address |  | |
| Street Address |  | |
| Apt/Suite/Office |  | |
| City/State/Zip |  | |
| Country |  | |
| Which pronouns do you use when referring to yourself? | She/HerHe/Him | They/ThemOther – Write in |

#### Add your Social Media contact information:

#### We often promote conference sessions on our social media channels. While this information isn't required to have a proposal accepted, if your session is selected and you'd like us to tag you when promoting it just let us know which accounts to tag.

LinkedIn: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Facebook: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Twitter: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

### ****Third Speaker Bio:**** This bio should highlight career or educational experiences, awards, etc. Do not describe your organization's products or services. If this co-presenter has spoken at Learning Guild events in the past and their bio hasn’t changed, just enter ON FILE in this space.*\*(Max word count 100)*

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## Submit Your Proposal

#### The proposal you are about to submit is for The Learning Guild’s Learning Solutions 2021 Conference & Expo, to be held ****March 30-April 1, 2021 at The Rosen Shingle Creek Hotel in Orlando, FL.**** All proposals are subject to The Learning Guild's [standard terms and conditions](http://www.elearningguild.com/showFile.cfm?id=6209) for speakers, and your submission of this proposal assumes agreement with those terms. NOTE: That all sounds VERY "lawyer-y". The terms are fairly basic and unchanged from what we have done in the past. Should you have any questions, please feel free to reach out to us at [programs@learningguild.com](mailto:programs@learningguild.com).\*

( ) By clicking here, I agree that I have read and agree to The Learning Guild's standard terms and conditions for speakers.

## Thank you for submitting to speak at our event!

So what happens next?  
  
Your submission has been recorded and a confirmation has been sent to your email address. If you don't see it in the next hour, be sure to check your spam folder as they sometimes land there.  
  
The review process takes a bit of time, but we expect to be able to let you know the status of your proposal in **late fall**.  
  
For questions before then, feel free to reach out to us at [programs@learningguild.com](mailto:programs@learningguild.com).  
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