*As you’re planning your Learning Solutions 2020 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

*\*An asterisk notes a required question in the survey*

## Session Title and Type

#### 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

### If you indicated your session is a Bring Your Own Device (BYOD): Please describe which devices the participants will need to bring, and how they will use them in your session. *(Word count 50-100)*

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### What is the suggested title for your session?\*

It’s helpful to have a title that’s clear about what your topic is. *(Max character count 75)*

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

* AR
* Data/Measurement
* Development
* Emerging Tech
* Games/Gamification
* Instructional Design
* Learning Platforms
* Management/Strategy
* Performance Support
* Tools
* Video/Media
* Virtual Classroom
* VR

## 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 DescriptionRemember! 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:\*

Your answer here should paint a picture of the issue your session is addressing.
(Max word count 150)

**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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### Describe how the session will provide a solution for attendees:\*

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!)
(Max word count 400)

***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 (List a minimum of 4).*

#### ****Complete the sentence****, "In this session, you will learn:"\*

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### EXAMPLE:

### *Why explainer videos can be more effective than plain text for sharing content*

### *What makes a good explainer video script*

### *How to find the right balance between not enough and too much detail in your videos*

### *How to create animations in CaptiLine to illustrate your content*

### *How to record and integrate voice-over and background music into your CaptiLine file*

### List the technologies/platforms/devices that you ****will demonstrate or discuss**** in your session. NOTE: Do NOT list your A/V requirements

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### 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?\* *(Max character count 1000)*

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#### Target Audience (select all that apply):\*

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

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

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

* Sunday, March 29 (Pre-conference day 1)
* Monday, March 30 (Pre-conference day 2)
* Tuesday, March 31 (Main conference day 1)
* Wednesday, April 1 (Main conference day 2)
* Thursday, April 2 (Main conference day 3)

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

* Yes
* No

## Third Party Details (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 (First, Last)** |  |
| **Job Title** |  |
| **Company Name** |  |
| **Relationship to the speaker(s)** |  |
| **Primary phone** |  |
| **Other phone** |  |
| **Email** |  |

## Primary Speaker Information

### Demographic Information\*

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| **Salutation** | * Ms.
* Mrs.
* Miss
* Mr.
 | * Dr.
* Mx.
* Other – write in
 |
| **Name (First, Last)** |  |
| **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/Her
* He/Him
 | * They/Them
* Other – Write in
 |

###  ****Bio:**** 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.\* *(Max word count 100)*

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

* Yes
* No

## First Co-Speaker Information

### First Co-Speaker Demographic Information

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| **Salutation** | * Ms.
* Mrs.
* Miss
* Mr.
 | * Dr.
* Mx.
* Other – write in
 |
| **Name (First, Last)** |  |
| **Job Title** |  |
| **Company Name** |  |
| **Office Phone Number** |  |
| **Cell Phone Number** |  |
| **Email Address** |  |
| **Street Address** |  |
| **Apt/Suite/Office** |  |
| **City/State/Zip** |  |
| **Country** |  |
| **Which pronouns does your co-Speaker use when referring to themselves?** | * She/Her
* He/Him
 | * They/Them
* Other – Write in
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### First Co-Speaker ****Bio:**** This bio should highlight career or educational experiences, awards, etc. Do not describe the co-speaker’s organization's products or services. (No more than ****100**** words)NOTE: If the co-speaker has spoken at eLearning Guild events in the past and their bio has not changed, you may enter ON FILE in this space.\**(Max word count 1000)*

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

* Yes
* No

## Second Co-Speaker Information

### Second Co-Speaker Demographic Information

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| --- | --- | --- |
| **Salutation** | * Ms.
* Mrs.
* Miss
* Mr.
 | * Dr.
* Mx.
* Other – write in
 |
| **Name (First, Last)** |  |
| **Job Title** |  |
| **Company Name** |  |
| **Office Phone Number** |  |
| **Cell Phone Number** |  |
| **Email Address** |  |
| **Street Address** |  |
| **Apt/Suite/Office** |  |
| **City/State/Zip** |  |
| **Country** |  |
| **Which pronouns does your co-speaker use when referring to themselves?** | * She/Her
* He/Him
 | * They/Them
* Other – Write in
 |

### Second Co-Speaker ****Bio:**** This bio should highlight career or educational experiences, awards, etc. Do not describe the co-speaker's organization's products or services. (No more than ****100**** words)NOTE: If the co-speaker has spoken at eLearning Guild events in the past and their bio has not changed, you may enter ON FILE in this space.\**(Max word count 1000)*

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