## Thank you for your interest in speaking at Learning 2023!

Before you begin the submission process, it can be helpful to write a draft version and read some examples of what we’re looking for in proposals.

This Word document is available so you can create a draft and edit your work before you submit your answers in the official proposal form. 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), which shares examples of successful session proposals and common mistakes you'll want to avoid. If you'd like additional tips for creating a great session proposal, the best examples are the session descriptions from previous conferences. Finally, take a look at [How to Submit a Speaking Proposal](https://www.learningguild.com/content/6724/learning-2023---cfp-faq) for more information on the Learning 2023 event and its audience.

If you have any questions prior to submitting, don't hesitate to reach out to us by emailing programs@learningguild.com.

Thank you for your proposal and for being a part of our community.

**Pam Hogle | Program Manager, Learning 2023**

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

## Session Title and Type

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

* Concurrent Session (60 minutes)
* Pre-Conference Workshop (full day)

### What topic(s) best describe the main focus of your proposal?\*

Choose up to three

Learning Strategies: Explore the intersection of learning and business strategy

Learning Practices: Build your skills and learn proven practices you can apply immediately

Learning Leadership: Examine the perspectives, skills, and behaviors of modern learning leadership

### What is 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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#### Please select the type of session that most closely matches the planned format for this proposal.\*

* Case Study: Explore a problem, sharing the journey toward a solution and the lessons learned along the way.
* Micro-Master Class: Deliver a highly interactive session that focuses narrowly on the how-to of a popular strategy, process, technique, or tool.
* Learning Story: Share your motivating and inspiring story about a learning approach or strategy.
* Let's Talk About: Lead a dynamic and engaging discussion about a key topic or trend.
* Panel: Join multiple speakers in a moderated conversation.
* Presentation: Deliver an interactive talk, possibly with a co-presenter.
* Research & Analysis: Share data and insights that can inform attendees' practices and strategic planning.
* Pre-Conference Workshop: In addition to concurrent sessions for the Learning 2023 program, speakers may propose a full-day workshop with a detailed, interactive agenda that will enable attendees to develop in-depth knowledge and skills. These workshops, which require separate registration fees, are offered prior to the start of the Learning 2023 Conference.
* None of the above

## Session Description

**Remember, conference attendees will rely 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, for instance using sentences starting with phrases like "You will ...".**

### Describe the challenge or problem that this session addresses:\* (Max word count: 100)

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

**EXAMPLE:**

Are you struggling to establish a strategic and influential role for your learning and development (L&D) team? Do you have a vision of how L&D can more effectively support your entire organization but feel that you not seen as a strategic leader in your organization?

You need to move your team beyond being seen as merely delivering training. This requires both strategic and tactical skill.

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### ****The next two questions are the most important ones when it comes to evaluating your proposal. Be sure to include as much specific detail here as you can so we can understand your vision for this session.****

### Describe how the session will provide a solution for attendees:\* *(Max word count: 150)*

**TIP:** *This section is where you should focus your energy. Let the attendees know the details of your solution/approach and what's special about your angle on this topic. (We love details!)*

**EXAMPLE:**

*This session explores skills you can deploy or develop to boost the profile of your L&D team and gain influence with your organization’s senior leaders. We’ll discuss why business acumen is an essential skill for earning and retaining your “seat at the table.” We’ll delve into why and how to build cross-functional relationships and generate the necessary internal champions. We’ll also examine the role of consulting and marketing skills in raising your team’s visibility.*

*I’ll share a case study that shows these skills in action, and we’ll discuss the results—and how the approaches described could apply in your organization. You will leave this session with an action plan for transforming your team into an influential strategic partner in the business.*

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#### List the specific attendee takeaways. TIP: *This is also your opportunity to expand upon any strategies, techniques, or skills you touched on in the previous two questions.*

**EXAMPLES:**

1. *The role of business acumen and cross-functional relationships in boosting L&D’s visibility*
2. *How to build stronger relationships and identify and nurture internal champions*
3. *A proven, replicable approach to raising your team’s profile and becoming a valued member of your organization’s strategic leadership*

#### ****Complete the sentence****, "In this session, you will learn …"\* *(Must have at least 3)*

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

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

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

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

### Tell us what knowledge and experience you bring that makes you the right person to present this topic to learning leaders. \* *(Max word count: 100)*

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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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#### Engaging attendees during your session is critical. Please select the kinds of participation you expect to use in your session.\* *(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

#### We're always looking for new ideas that we can add to your conference experience. What other ideas do you have for an activity, experience, or session that you would like to lead or see at Learning 2023?

## Availability

#### The conference is held on Monday, December 4 through Thursday, December 7, 2023 (with Workshops scheduled on December 4).\*

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

####  ANSWER ONLY IF YOU HAVE A DATE CONFLICT: Select the day(s) you CANNOT speak:\*

* I cannot speak on Monday, December 4 (Workshops and Conference Kickoff
* I cannot speak on Tuesday, December 5 (Main conference day 1)
* I cannot speak on Wednesday, December 6 (Main conference day 2
* I cannot speak on Thursday, December 7 (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 SUBMITTER: ****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.

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| --- | --- |
| **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 2023 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 require separate registration and fees.)

## 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 Information\*****

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| --- | --- | --- |
| Salutation | Ms.Mrs.MissMr. | Dr.Mx.Other — Write in |
| First Name |  |
| Last Name |  |
| Job Title |  |
| Company Name |  |
| Office Phone Number |  |
| Cellphone Number |  |
| Email Address |  |
| Street Address |  |
| Apt/Suite/Office |  |
| City/State/ZIP |  |
| Country |  |
| What are your preferred pronouns? | 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)*

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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 |  |
| Cellphone Number |  |
| Email Address |  |
| Street Address |  |
| Apt/Suite/Office |  |
| City/State/ZIP |  |
| Country |  |
| What are your co-speaker's preferred pronouns? | 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. *(Max word count 100)*

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## Third Speaker Submission

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

*The third 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 2022 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 |  |
| Cellphone Number |  |
| Email Address |  |
| Street Address |  |
| Apt/Suite/Office |  |
| City/State/ZIP |  |
| Country |  |
| What are your co-speaker's preferred pronouns? | 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. *(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 2023 Conference, December 4–7, 2023, at the Hilton Orlando Buena Vista Palace resort in Orlando, Florida.****All proposals are subject to The Learning Guild's [standard terms and conditions](http://www.learningguild.com/showFile.cfm?id=6516) for speakers, and your submission of this proposal indicates 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.

( ) 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 will be sent to your email address. If you don't see it in the next few hours, 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 spring**.

Thank you for your patience. If you have any questions, reach out to us at any time at programs@learningguild.com.

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