Proposal Guidelines and Considerations

1. Any and all proposals will be considered. We are seeking proposals from a wide range of dispute resolution professionals across different areas of practice, including, but not limited to, workplace, traditional/non-traditional family, community, civil, commercial, elder, domestic violence, child abuse, probate, health care, financial planning, protection orders, insurance, business, HOA, and marijuana. We encourage students, new practitioners, and seasoned veterans to submit proposals.

2. The Planning Committee values diversity and inclusion and recognizes that all individuals have important talents and perspectives. We are particularly interested in showcasing the broad diversity that comprises the ADR community, inclusive of diversity in race, ethnicity, age, religious belief, gender, sexual orientation, and professional background.

3. Proposals for presentations ranging from 20 minutes to 75 minutes are invited. Please indicate the length of presentation time needed, understanding that it may be shortened or lengthened depending on conference needs.

4. We strongly encourage innovative presentation formats and creativity in content delivery to attendees. The use of technology, audience participation, and creative presentation format will be a key consideration.

5. The number of presenters should be appropriate for the subject-matter and duration of the session. No matter the number of presenters, the program should be well-organized and individual presentations should share a common theme and consistency with a logical, structured flow.

6. PowerPoint presentations should use a 28-point font size or larger. The use of no more than six lines of text per page and six words per line is encouraged.

7. If more than one presentation is being proposed, please submit a separate proposal for each presentation.

8. Please submit all proposal materials in a Microsoft Word document, ***not a PDF or any other format***.

9. In addition to the above considerations, proposals require the following:

    (a) **Session Organizer Information.** Provide name, title, organization, address, phone number, email, and resume.

    (b) **Presenter Information.** Provide name, title, organization, address, phone number, email, and resume.

    (c) **Presenter Biography.** Provide a short biography of 200 words or less.

(d) **Presentation Title and Abstract.** Presentation titles and abstracts should be written in a manner that accurately describes the session and convinces people to attend the session. Provide a brief, concise statement of no more than 50 words (not counting the title) that describes your presentation. The title and abstract may be used in the conference marketing materials.

(e) **Presentation Learning Objectives/Goals.** Provide a brief, concise statement of no more than 50 words that describes the proposal's learning objectives and goals. A minimum of three learning objectives are required for evaluating your presentation.

(f) **Presentation Outline of Format and Session Content.** Provide a brief, concise outline of no more than 500 words that identifies the approach that will be used to meet the project objectives, including but not limited to, principal tasks, duration, sequence, and particular purposes. The presentation outline should be consistent with your learning objectives and goals.

(g) **A Description of Your Presentation Handout Materials.** Provide a brief, concise description of no more than 50 words of the comprehensive written materials you will provide. Comprehensive written materials are required for distribution at the conference. The written materials serve as a resource and reference for the attendees, as well as a refresher after the conference. Handouts may include, but are not limited to, a detailed outline, charts, diagrams, checklists, case studies, bibliographies, and list of additional references.

(h) **Audience Participation.** Provide a brief, concise statement of no more than 50 words that details how your presentation will provide opportunities for audience participation.

(i) **Required Presentation Equipment.** Provide a statement regarding the audio/visual support you will need for your presentation. Standard equipment that will be provided in each room includes the following: table microphone, LCD projector/screen, and flipchart or whiteboard. ***You must bring your own computer for PowerPoint presentations***.