**2025 Call for Proposals – Prep Sheet**

**The Call for Proposals will be open June 15 – Sept 13, 2024**

(Please use this form to collect your thoughts for your proposal before officially submitting your idea through the [online CFP form](https://app.oxfordabstracts.com/stages/75864/submitter).)

CalSAE is seeking educational learning sessions for Seasonal Spectacular 2024, ELEVATE 2025, online webinars and various regional programs delivered throughout the year. To deliver a positive learning experience, CalSAE welcomes proposals designed to advance the work of association professionals, business partners, and the industries they serve.

**Proposals should:**

* Offer different learning formats designed for the adult-learner
* Provoke discussion and audience interaction
* Provide relevant strategies and tactics to common challenges

**PLEASE NOTE**: Spelling and grammar count! Please use proper punctuation in your submission as your proposal will be reviewed and rating accordingly.

**IMPORTANT:** Please do not include your name, your company name (or that of your co-presenters) anywhere within the proposal title, description or learning objectives. Please only share your bio and experience and contact information in the specific fields that ask.

**Proposal Review Process**

* Round one begins with a blind review where speaker information is omitted. In this step, both staff and CalSAE members will review proposals based on the quality of content by rating the proposal in a few categories including Overall Quality, Program Design and Subject Relevance.
* Round two is when highly rated proposals are reviewed with speaker names revealed. In this step, the proposals are considered more thoroughly beyond the content but also the speakers' background, credentials, experience, and more.

**Questions?** Email Megan at [megan@calsae.org](mailto:megan@calsae.org).

**SUBMISSION FORM**

**Session Title\***

Enter the FULL TITLE of your submission. This will be used for printing in the final program. (Limit to 10 words or less)

**Session Description\***

Limit to 150 words. Share the main purpose of the session, including the primary focus of the session, supporting topics, and overall goal.

**Learning Objectives\***

Clearly define what knowledge the participants will acquire because of attending your session using active verbs. (Example: Participants will be able to implement an inclusive digital strategy effectively”.

**Session Focus - Short & Sweet\***

In five words or less, further describe the overall topic.

(i.e. Recruitment Tactics that Work, Working Smarter with AI, Leadership Skills for all Levels, etc.)

**Session Format\* (SELECT ONE)**

Please select the format for your education session:

* Express Talk: 30-45 min
* Presentation: 60 min interactive talk with 1 or 2 total presenters.
* Panel: 60-90 min talk with 1 moderator and up to 3 panelists.
* Workshop: 3-6 hours of deep dive presentation and interaction
* Webinar: 60-min virtual/zoom presentation

**Instructional Flow\***

Please describe instructional flow, general timeline and overall interactivity for the session?

**Learning Level (SELECT ONE)\***

What learning level is this session proposal geared toward?

* High-Level (Strategic) – Executives and senior staff
* Mid-Level (Applied) – Managers and directors
* Entry-Level (Foundational) - Coordinators

**Primary Topic Focus (SELECT ONE)\***

* Education
* Leadership
* Marketing
* Meetings
* Membership
* Operations
* Technology
* Other

**CalSAE Program Selection\* (Check all that apply)**

Please select which CalSAE program(s) you would like to be considered for. Please note: if you are submitting for consideration for Seasonal Spectacular 2024, be sure to submit your proposal by Aug 2, 2024.

* Seasonal Spectacular (Dec 4-5, 2025 – Sacramento, CA)
* ELEVATE 2025 (April 6-9, 2025 in Monterey, CA)
* Marketing & Membership Summit (June 2025 – Sacramento, CA)
* Regional Programs (Fall 2024 and Spring 2025 – regional locations)
* Online Webinars (various times throughout the year)

**SPEAKER INFORMATION**

Please enter the names of ALL speakers here - including yourself.

**Speaker 1**

Full Name

Credentials

Job Title

Organization (Please note the online form says “Affiliation” but this simply means the company for which you are employed)

City, State

**Bio**

Please provide a brief bio about this speaker.

**Past Speaking Experience:**

Please share past speaking experience for this speaker.

**Speaker Video**

If available, please provide a video link describing your session proposal and/or links to past speaking engagements.

**Speaker 2**

Full Name

Credentials

Job Title

Organization (Please note the online form says “Affiliation” but this simply means the company for which you are employed)

City, State

**Bio**

Please provide a brief bio about this speaker.

**Past Speaking Experience:**

Please share past speaking experience for this speaker.

**Speaker Video**

If available, please provide a video link describing your session proposal and/or links to past speaking engagements.

(If you have more speakers, simply copy/paste the listing of needed information from above and indicate speaker 3, speaker 4, etc. for your own information before going to the online submission form)