Submission Requirements

The following information is required to submit a topic for the AARC Request for Proposals.

PROPOSAL SUBMITTER & SPEAKER CONTACT INFORMATION

- Search by email address to select your profile.
- If no profile is found, you will need to create one for the submitter & each new speaker.
- Profiles are comprised of first & last name, email, phone number, full mailing address, & credentials.

NOTE: If you are the submitter but NOT the speaker- you will be asked to add speaker(s) on the last step before you will be allowed to select the submit button.

SESSION INFORMATION
Please be sure to review and follow all the guidelines below for how to submit your session information.

Title

- The title of your session must be formatted by capitalizing the first letter of each major word. Example: Breaking the Glass Ceiling!
- The titles that are short and simple are best and should be 75 characters max.
- Titles that are incomplete will be edited by the Program Committee.

Presentation Format

Select a presentation format in which your proposed program will be delivered. Formats include:

Stand Alone Lecture

- A single session under one topic or theme.
- Max of 2 speakers.
- Could also be a PRO/CON 30 minutes (5 min Q&A)

Panel Lecture

- A group of panelists discussing/presenting perspectives on the topic.
- Max of 3 speakers 30 minutes (5 min Q&A)

Symposiums

- A series of separate sessions under one common topic or theme.
- Requires a different session title, description, and learning objectives for each topic.
- You will submit each of them as separate individual lectures.
- Max of three 30-min lectures in the series (5 min Q&A)

Descriptions

- Limit the descriptions to 500 characters max.
- AARC Program Committee may revise accordingly.

Learning Objectives

- Provide 2 learning objectives. No more, no less.

Comments

- Use this area to add notes to the Program Committee
- Do not put notes in the title or description.