



Submission Requirements

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.**
- Incomplete titles will be edited by the Program Committee.

Descriptions

- Limit the descriptions to **500 characters max.** Check your “copy/paste” to be sure all of the copy was transferred.
- AARC Program Committee may revise accordingly.

Learning Objectives

- Provide **2** learning objectives using Bloom's Taxonomy. **No more, no less.**

Comments

- Use this area to add notes to the Program Committee, **not in your title or description.**

Presentation Format

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

Stand Alone Lecture – ONE 30-min presentation w/ 5 min Q&A

- A single session under one topic or theme.
- Max of 2 speakers.
- This includes PRO/CON sessions.

Panel Lecture – ONE 30-min presentation w/ 5 min Q&A

- A group of panelists discussing/presenting perspectives on one topic.
- Max of 4 speakers.
- Panelists can be diverse in roles, companies, and backgrounds.

Symposiums – TWO - THREE 30-min presentations w/ 5 min Q&A

- A series of separate sessions under one common topic or theme.
- Requires a different session title, description, and learning objectives for each session.
- Each lecture of a symposium should be submitted separately and designated as part of the symposium.