# DevLearn Call for Proposals

## Thank you for your interest in speaking!

Before you begin the submission process, it can be helpful to write a draft version of it.

This file includes all the required and optional questions in the DevLearn online proposal form (An asterisk marks a required question in the survey), allowing you to work through your proposal answers in advance of submitting them through our online form. It also includes some answer examples so you can have a better sense of what information we’re looking for.

When you finish your proposal draft (or drafts – you’re welcome to submit more than one session idea) in this template, be sure to save a copy so you can revisit your plan for what your session would cover if it’s selected for the conference.

If you’re looking for more information about what we are and aren’t looking for in DevLearn proposals, consider downloading [this PDF](http://www.elearningguild.com/showFile.cfm?id=6320) that shares examples of what makes a successful session proposal and what common mistakes you'll want to avoid.

Finally, we’re always happy to help anyone who wants to propose a session for DevLearn. If you have questions or just want to bounce your session ideas off of someone to see if they might be a fit, don't hesitate to reach out to us by emailing programs@learningguild.com

Good luck from the Learning Guild Programming Team. We're looking forward to seeing what you submit!

## Session Title and Type

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

Hands-On Learning BYOD (Bring Your Own Device) sessions allow for attendees to bring a mobile device or laptop so they can learn new techniques and/or tools. The majority of the time in these sessions should be spent on hands-on activities.

* Concurrent/Stage Session (1 hour/45 minutes)
* Hands-On BYOD Session (1 hour)
* One-day Workshop
* Hands-On BYOD One-day Workshop

### ANSWER ONLY IF PROPOSING A BYOD SESSION: You indicated your session is a Hands-On BYOD Session. For this type of session attendees should spend the majority of their time doing step-by-step tutorials, designing/developing, or other hands-on activities. Please tell us more about the hands on parts of your session idea and, if applicable, include the devices/software participants will need to bring.\* *(Max word count 100)*

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### What is the suggested title for your session?\*

### It’s helpful to have a title that’s clear about what your topic is. (Max character count 75)

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#### What topic(s) best describe the theme(s) of your proposal?\* (Choose up to 3)

* AR & VR
* Data & Measurement
* Development & Tools
* Emerging Tech
* Games & Gamification
* Instructional Design
* Learning Platforms
* Management & Strategy
* Micro & Workflow Learning
* Video & Media
* Virtual Classrooms

## Main Focus

#### Of the topics you selected previously, which would you say is the main focus of the session? *(Choose one (1) main focus from last question)*

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## Session Description

**Remember, conference attendees will be relying 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, such as using sentences starting with phrases like "You will...".**

### Describe the challenge or problem that this session addresses:\*

Your answer here should paint a picture of the issue your session is addressing. (Max word count 150)

**EXAMPLE:**
Many designers find themselves needing to explain complicated concepts in their courses. Pages of text technically get the job done, but they’re tedious to write and even more tedious to learn from. Plus, this approach isn’t very effective, with many people forgetting the content almost immediately after reading it. But what if there were another option for sharing your content in a way that’s easier to understand and remember?

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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 best understand your vision for this session.****

### Describe how the session will provide a solution for attendees:\*

### This section is where you should focus your energy. Let the attendees know the details of your solution/approach and what is special about your angle on this topic (we love details!). *(Max word count 400)*

**EXAMPLE:**
In this session, you’ll learn how animated explainer videos can help you create more engaging content and discover how to create them using a tool you probably already own: CaptiLine. You’ll explore how to slim down your content for the video format and write effective scripts that are both clear and entertaining. You’ll also look at the three important steps for creating explainer videos in CaptiLine. You'll start with how to establish an art style for your project, including fonts, color palettes, and image styles. Next, you'll get tips on how to build animations in CaptiLine, leveraging both templates and tricks with variables. Finally, you'll look at how to record high-quality voice-overs, from what microphones work best with CaptiLine to how to edit audio quickly in the tool itself or in Audacity. You’ll leave this session with a new multimedia approach that will make your content more enjoyable for your audience and help teach them something along the way.

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#### List the specific attendee takeaways. This is also your opportunity to expand upon any strategies, techniques, and/or skills you touched on in the previous two questions. ****Complete the sentence****, "In this session, you will learn:"\* *(Min. Answers=4)*

**EXAMPLE:**

1. Why explainer videos can be more effective than plain text for sharing content
2. What makes a good explainer video script, including brevity, good pacing, and using language and terminology that’s right for your intended audience.
3. How to find the right balance between not enough and too much detail in your videos through editing, knowing your audience, and focus testing.
4. How you can use the features in the animate pane of CaptiLine to illustrate your content and create a video without dedicated animation software.
5. How to record and integrate voice-over and background music into your CaptiLine file using the Audio feature.

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

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

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

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

5. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

6. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

7. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

8. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

## Session Description

#### List the technologies/platforms/devices that you ****will demonstrate or discuss**** in your session. Do NOT list your A/V requirements\**(Min. Answers=1)*

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

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

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

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

5. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

6. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

7: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

8: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

9: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

10: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

11: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

12: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

### ANSWER ONLY IF PROPOSING A BYOD SESSION: What device do attendees need to bring for your Hands-On Learning BYOD session?\* *(Max characters 1000)*

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#### Target Audience:\* *(select all that apply)*

* Designers
* Developers
* Managers
* Senior Leaders (Directors, VP, CLO, Executive, etc.)
* Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

### ANSWER ONLY IF PROPOSING A WORKSHOP: ****Prerequisite Audience Knowledge:**** What knowledge or skills (if any) should attendees have to get the most from your workshop?\* *(Max characters 1000)*

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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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#### If you're planning on including audience participation in your session, which kinds of participation do you expect to use?\* *(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

## Availability

#### The conference is held through the following dates: Monday, October 23 - Friday, October 27, 2023\*

* I am available to speak at any of the conference dates above
* I have a conflict

####  Select the day you CANNOT speak\*

* I cannot speak on Monday, October 23 (Pre-conference day 1)
* I cannot speak on Tuesday, October 24 (Pre-conference day 2)
* I cannot speak on Wednesday, October 25 (Main conference day 1)
* I cannot speak on Thursday, October 26 (Main conference day 2)
* I cannot speak on Friday, October 27 (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 SUBMITTAL: ****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 speaker(s) direct contact info in the pages following so we may contact them directly to discuss proposal content.

|  |  |
| --- | --- |
| **First Name** |  |
| **Last Name** |  |
| **Job Title** |  |
| **Company Name** |  |
| **Relationship to the speaker(s)** |  |
| **Primary phone** |  |
| **Other phone** |  |
| **Email** |  |

## Primary Speaker Information

## 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.If you are listed in this proposal as the Primary Speaker and accepted to the program, you will be registered for the conference and your fee will be waived. Pre-event activities will require separate registration and fees.

###  ****Primary Speaker****

|  |  |  |
| --- | --- | --- |
| Salutation | Ms.Mrs.MissMr. | Dr.Mx.Other – write in |
| First Name |  |
| Last Name |  |
| Job Title |  |
| Company Name |  |
| Office Phone Number |  |
| Cell Phone Number |  |
| Email Address |  |
| Street Address |  |
| Apt/Suite/Office |  |
| City/State/Zip |  |
| Country |  |
| Which pronouns do you use when referring to yourself? | 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. If you have spoken at Learning Guild events in the past and your bio has not changed, you may enter ON FILE in this space.*\*(Max word count 100)*

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## Co-Speaker Submission

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

If you are listed in this proposal as the first co-speaker for your session and accepted to the program, you will receive a discounted rate to attend the conference.

* 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 |  |
| Cell Phone Number |  |
| Email Address |  |
| Street Address |  |
| Apt/Suite/Office |  |
| City/State/Zip |  |
| Country |  |
| Which pronouns do you use when referring to yourself? | 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.

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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. If you have spoken at Learning Guild events in the past and your bio has not changed, you may enter ON FILE in this space.*\*(Max word count 100)*

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## Third Speaker Submission

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

As the 3rd speaker in this submission, you will need to register for the conference at the full rate. You can use any additional discounts that apply, including early registration discounts. Refer to the registration pages on the DevLearn 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 |  |
| Cell Phone Number |  |
| Email Address |  |
| Street Address |  |
| Apt/Suite/Office |  |
| City/State/Zip |  |
| Country |  |
| Which pronouns do you use when referring to yourself? | 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. If you have spoken at Learning Guild events in the past and your bio has not changed, you may enter ON FILE in this space.*\*(Max word count 100)*

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