



MBA Career Services & Employer Alliance

More than an association. A community.

Proposal Submission Checklist 2022 MBA CSEA Global Conference

✓ **Presentation Title** (100 characters/15 words max)

A proposal must have a short, specific presentation title that indicates the nature of the presentation. If selected, this title will be used on the conference web site and in the online schedule. Do not use abbreviations, periods, all capitals, multiple hyphens or other formatting in your title. Use traditional title format; capitalize first letter of every word. Please make sure your title captures the participants' attention and accurately describes your session.

✓ **Intended Audience**

Please select the intended audience(s) carefully. An audience should only be selected if there is a significant amount of content within the presentation that will apply directly to that audience.

- Advanced Practitioner
- Employers
- Employer relations
- Career Center Leaders/Directors
- Career counseling/coaching
- International
- New Practitioner
- Operations
- Specialized Masters
- Working professionals
- ALL

Please provide a brief explanation about how the session will be relevant to each of the audiences that you selected.

✓ **Summary Session Description** (100 words max)

Please provide a thorough summary of your session description, including tangible takeaways for conference attendees.

✓ **Learning Objective(s)** (150 words max)

✓ **What interactive tools and techniques** will be used to ensure the audience is engaged throughout the session? (150 words max)

✓ **Presenter Information** (for all presenters)

Please note, the information you submit (job title, organization, etc.) will appear in the conference schedule exactly as it is submitted. Please check with your co-presenters to be sure the information is accurate before it's submitted.

- Contact information
- Member type (Note that the primary presenter must be a school or employer member of MBA CSEA. Affiliate members, and school/employer non-members can be added as additional presenters after the primary presenter is entered).
- Organization
- Job title
- Bio (100 words or less)
- Have you presented at an MBA CSEA Conference in the past?
- What experience do you have presenting in a virtual environment?

✓ **Copyright/Permissions Statement**

Presenters will be asked to agree to the items below (and inform your fellow presenters about these requirements).

- By submitting this proposal, I give MBA Career Services & Employer Alliance (MBA CSEA) permission to publish my presentation materials, should my proposal be accepted.
- I understand that I will not receive an honorarium; if other co-presenters participate, they will not receive an honorarium.
- I understand that I will be required to pay the registration fee for the conference if I am selected to present, and I will communicate this to all other presenters. Vendors must register as a sponsor, exhibitor or affiliate participant.
- If selected, I agree to adhere to the deadlines communicated by conference organizers/planning committee.
- I understand that my conference presentation is not a showcase for promotion of my business, practice or product, and I will not sell my products or services from the MBA CSEA speaker platform.
- Presenters must refrain from overt statements, harsh language, or pointed humor that disparages the rightful dignity and social equity of any individual or group.
- I understand that certain health and safety precautions will be required for this event. If my proposal is selected, I agree to follow all health and safety protocol. I will communicate this to all other presenters.