

Call for Presentation Content

Proposals should focus on one of the key areas listed below:

- Developing a long term Action Learning curriculum as part of Leadership Development Program
- Action Learning Lesson's from the Field: Solving Real Organizational Problems
- Team Coaching through the Power of Inquiry.
- Innovations in Action Learning
- Organizational Culture and Performance: A Role for Action Learning
- Implementing Organizational Change
- Action Learning around the World



Presenter Information

- Presenters agree to be available any day on which WIAL-USA assigns the session
- Complimentary registration will be provided to the lead presenter only and one co-presenter.
- Presenters do not need to be a WIAL-USA member; however, if a proposal is accepted, all speakers must register as conference presenters.
- Presenters are required to provide a short biography (max. 50 words) and a recent photograph with the proposal. If accepted, the committee may require additional biographical information and reserves the right to edit the information submitted. Any edited information will be shared with you.
- Presenters are responsible for all expenses. Presenters **do not** receive compensation, lodging or travel reimbursement.

Present and Promote Yourself

Conference sessions are excellent for networking; however *we ask that you refrain from explicitly marketing your services* during the conference, with the exception of authorized means such as:

- Become a conference sponsor or exhibitor. When you submit a proposal, you will automatically receive sponsorship and exhibit information.
- Have your business cards readily available for all attendees.
- Hand out business cards at the end of your session if requested by attendees.
- Mention your company in your short biography for the program guide or introduction.
- Schedule a book signing through Cheryl Thompson at cheryl.thompson@wial-usa.org. More information will be provided if your proposal is accepted.
- Collect business cards or have a sign-up sheet allowing attendees to receive more information from you.
- WIAL-USA will provide a PowerPoint slide template for your presentation. You may add your Company name and logo to the slides.



session

Proposal Evaluation Criteria

The proposal will be evaluated by the committee, using the criteria listed below:

- Relevance to the conference theme
- Concise learning objectives that address how participants will benefit from the session
- Content challenges attendees to take action
- Design that includes experiential learning
- Presenter's knowledge and experience of the topic, public speaking and presentations
- Engaging and appropriate title
- Abstract with overview of session- 1 page for experiential sessions, maximum of 250 words for all sessions
- Complete and timely submissions



Submission Information

- The individual submitting the proposal is considered the primary contact.
- The primary contact must provide contact information for ALL speakers, including name, address, phone number and email address.
- Presenters understand that WIAL-USA does not permit hard copy handouts containing any promotional information to attendees, such as company brochures.
- If your presentation is accepted, you will be required to submit an electronic version of session handouts and materials to be made available online to attendees.
- All accepted presenters must sign and return the WIAL-USA Conference Presenter Agreement.
- If your proposal is accepted, the committee will determine the presentation date and time, and cannot promise any specific time slot.
- Presenters agree that the presentations may be archived for future use and can be electronically shared with Conference participants.
- **Presentation Information:** Presentation Focus (Topic Area), Title, Objectives, Description, Target Audience, Presentation Skill Level.
- **Speaker Information:** Name, Credentials, Title, Company, Address, Phone, Fax, Email, Level of Education, Field of Study, Background experience with the presentation topic, list of presentations/locations made within the past 12 months.

Deadlines

- Proposals are due on or before **Friday, Sept 11, 2015.**
- **Proposals must be submitted electronically in Microsoft Word format.**
- Proposal submissions should include an abstract of no more than 3 pages, double space, 12 font (Times New Roman) with 1" margins. Separately submit your experiential write up to include its purpose, learning objective, how it relates to the topic and desired outcome.
- **Proposal submission** should be submitted electronically to info@wial-usa.org
- If your proposal is accepted, you will be notified on or before **Friday, September 18, 2015.**
- Completed Presenter Agreements are due on or before **Friday, September 25, 2015.**
- Presenter registrations must be completed no later than **September 30, 2015.**
- Session presentation and materials are due no later than **Friday, October 16, 2015**



Submit proposal in word document to info@wial-usa.org. For more information, contact Cheryl Thompson, Association Manager via email at cheryl.thompson@wial-usa.org or by phone at (703) 842-1818.