



Education Session Proposal Form

Please note this document is to serve as an informational resource only. All proposals should be completed online at <https://sla-events.smapply.org> and submitted through the platform.

Session Title

Submitter Information

Submitted by:

- SLA Community
- Individual

If submitted by an SLA Community, please list the Community name.

Submitter First Name

Submitter Last Name

Submitter Email Address

Submitter Phone

Session Details

Please list SLA communities that may be interested in this session.

Session Description

Please describe your session including a summary of the content and takeaways for attendees. This description will be read both by reviewers and by conference attendees if selected. What will attendees learn? Will they gain any skills? Describe why your session is unique, engaging, and relevant for information professionals. The description should be around 100 words.

Session Format

The conference agenda includes limited space for live sessions. If you are okay with your session being pre-recorded, please select that option. If you have a strong preference for a live session, you can select that option. If your session will include interaction with the audience and should have the audience on camera/mics as well as the speakers, please choose Live Interactive.

- Pre-recorded Session
- Live Session with Live Q&A (Include speaker presentation(s) and speakers on camera to answer questions live)
- Live Interactive Session (includes speaker presentation(s) and interactive element such as breakout discussions, exercises, etc)

Session Length

- Pre-recorded sessions may be 5-60 minutes.
- Live sessions may be 30-60 minutes.
- Live interactive sessions may be 30-90 minutes.

Sessions that are 5 or 15 minutes long may have only one presenter. Sessions that are 30 minutes long or more can have up to 5 presenters (including a moderator). There are no presenter limits for sessions where presenters do not receive the discounted presenter registration rates such as vendor updates.

- 5 minutes (pre-recorded only, 1 presenter)
- 15 minutes (pre-recorded only, 1 presenter)
- 30 minutes (up to 5 presenters)
- 45 minutes (up to 5 presenters)
- 60 minutes (up to 5 presenters)
- 90 minutes (live interactive only, (up to 5 presenters))

Content Level

•Fundamental: Designed for people who are new to the topic or have only a basic understanding; Objective is to LEARN

•Intermediate: Designed for people who have a basic understanding of the topic, are middle managers, or have at least one year's worth of experience with implementation or ideas for improvement on an existing project, but who want to bring their skills to the next level; Objective is to learn how to DO

•Master Class (Advanced): Designed for people who have been working with the topic for several years, are responsible for management level of the topic, or have implemented successful solutions but want to know what's coming or how they could take advantage of advanced skills; Objective is to learn how to DIRECT (and can also include advanced technical skills).

- Fundamental
- Intermediate
- Master Class (Advanced)

Your proposal relates to the following SLA Competencies (check all that apply):

[Visit this page](#) to learn more about SLA Competencies.

- Information Ethics
- Organization of Data, Information, and Knowledge Assets
- Information and Data Retrieval and Analysis
- Information and Knowledge Resources
- Information and Knowledge Systems and Technology
- Information and Knowledge Services
- This session does not relate to any of these, but it is relevant for information professionals because:

Please list up to three learning objectives for your session.

Learning objectives describe what a participant should be able to do after attending the session.

Please provide a short description of your session (max. 280 characters) that could be used for marketing purposes such as social media posts:

Presenter Information

Information for at least one speaker must be provided. Beyond that, if you do not yet know who your speakers will be, you may provide a general description below (scroll to the bottom) rather than provide names.

Moderator Name (if applicable)

Moderator Title (if applicable)

Moderator Organization (if applicable)

Moderator Email (if applicable)

Speaker 1 Name

Speaker 1 Title

Speaker 1 Organization

Speaker 1 Email

Speaker 2 Name

Speaker 2 Title

Speaker 2 Organization

Speaker 2 Email

Speaker 3 Name

Speaker 3 Title

Speaker 3 Organization

Speaker 3 Email

Speaker 4 Name

Speaker 4 Title

Speaker 4 Organization

Speaker 4 Email

Speaker 5 Name

Speaker 5 Title

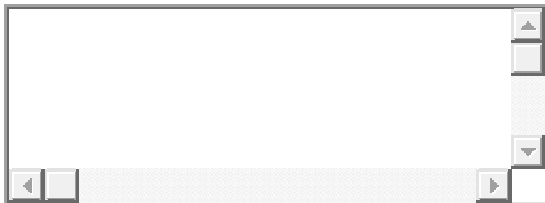
Speaker 5 Organization

Speaker 5 Email

If you do not yet have confirmed speakers, please share what type of speaker(s) you are seeking with as much detail as possible (industry, subject area expertise, etc):

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Please feel free to share any additional details about your session here.

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