

Sample Proposal Form

PRESENTER INFORMATION

List all presenters involved in the session (NOTE: all personally identifiable information is hidden for the blind review process which is conducted by the planning committee).

Presenter's Name: _____

Presenters's Title: _____

Presenter's Role

- Primary Presenter
- Co-presenter

Presenter's Organization: _____

Employer Industry (choose all that apply):

- Agriculture
- Construction
- Education
- Finance
- Healthcare & Social Services
- Government & Civic Sector
- Information Systems & Technology
- Insurance
- Manufacturing
- Nonprofit
- Real Estate
- Retail or Wholesale Trade
- Transportation, Logistics & Warehousing
- Other: _____

Demographics

Gender	Race or Ethnicity
<input type="checkbox"/> Female <input type="checkbox"/> Male <input type="checkbox"/> Transgender <input type="checkbox"/> Gender Nonconforming <input type="checkbox"/> Prefer Not to Answer	<input type="checkbox"/> Native American <input type="checkbox"/> Asian American <input type="checkbox"/> African American <input type="checkbox"/> Hispanic American <input type="checkbox"/> Hawaiian or Pacific Islander <input type="checkbox"/> Caucasian <input type="checkbox"/> Multi-racial

	<input type="checkbox"/> International <input type="checkbox"/> Other: _____ <input type="checkbox"/> Prefer Not to Answer
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Presenter’s Biography

Tell us about the presenter’s expertise and what makes this person unique.

Presentation History

Has the speaker presented on this topic before? If so, when and where?

- Yes: _____
 No

Co-presenter(s) Information

Name, title, organization, and biography for each presenter:

	Co-Presenter 1	Co-Presenter 2
Name		
Title		
Organization		
Biography		

SESSION CONTENT

In this section, you will be asked to describe the subject matter, target audience, and your approach to making this an educational experience.

Session Title (not to exceed 50 characters)

Session Description

Describe the key elements involved in the presentation and include sufficient information for the committee to evaluate the proposal. Speak to your competence on the topic and the content you’ll share to satisfy the audience’s learning needs.

Audience Engagement

How will you engage the audience? Check all that apply.

- Case study experience
- Hands-on activity
- Large-group Discussion
- Small-group Discussion
- Q&A
- Other (please specify): _____

Learning Objectives

Describe three learning objectives attendees will take away from this session; each objective should start with a verb. In other words, what three questions will be answered by the audience attending this session?

	Learning Objective
1.	
2.	
3.	

Content Track

Select which (tracks) your session aligns with the closest:

Track	Subtopics
<input type="checkbox"/> Advancing Diversity, Equity & Inclusion	<ul style="list-style-type: none">● Working with special populations● Strategies for developing, supporting, and retaining a diverse workforce● Building diversity, equity and inclusion in you operation● Leading practices and measures of impact● Trends & predictions● Developing, supporting and recruiting a diverse and inclusive workforce● Using data to inform your DEI efforts● Successful inclusive hiring practices● Cultivating a sense of belonging in your culture● Equity in recruiting
<input type="checkbox"/> Analyzing the Kansas City Job Market	<ul style="list-style-type: none">● Trends and predictions (including demographics, how the job market is changing, job market of the future)● Student outcomes● First-destination results
<input type="checkbox"/> Strategies for Talent	<ul style="list-style-type: none">● Onboarding● Campus selection

<p>Acquisition</p>	<ul style="list-style-type: none"> ● Internships ● Marketing and branding ● Leadership ● Ambassador programs ● Training programs
<p><input type="checkbox"/> Advancing the Professions</p>	<ul style="list-style-type: none"> ● Case studies of career services offices or recruitment functions ● Developing the next generation of career services and/or talent acquisitions professionals ● Making the case for resources ● Cross campus/company initiatives ● Strategic and initiative planning and execution ● Staff recruitment and retention initiatives ● Health and wellness initiatives