

TIPS ON WRITING A SUCCESSFUL CONFERENCE PROPOSAL

- Read through the submission form and spend some time considering your presentation before you begin writing.
- Draft your proposal. Copy the categories from the CFP form and paste into Word or other WP program. Complete each section thoughtfully.
- Promise only what you can deliver, and make sure your presentation matches the program description. Keep in mind that stated learning outcomes and session abstract will impact the session evaluations you receive.
- The top priority for the title is descriptive words rather than catchy phrases.
- PROOFREAD!
- Make sure your designation of the intended audience is accurate.
- Use active learning strategies—involve your audience.
- Accommodate all learning styles.
- Be interactive: Show me, don't tell me.
- Practice beforehand. Pre-test your technology.
- Challenge your attendees. Make them think and give them something practical to take back to their classroom/job.
- Provide high quality deliverables (PowerPoints, URLs, documents, etc.) that can guide attendees after the presentation, be useful to those who didn't attend your session, and can help market your session to potential attendees if available in advance.