



SPEAKER PROPOSAL GUIDELINES

Speakers may submit up to three (3) CEU proposals and up to two (2) short informal presentation sessions. (Peer exchange roundtable discussion, group session, or pop-up presentation session).



WHAT MAKES A GOOD SPEAKER/PRESENTER PROPOSAL?

Your session proposal should follow the SMART model - Specific, Measurable, Attainable, Relevant, and Time-Bound in the following ways:

SPECIFIC

The title of the session is concise, yet intriguing. The proposal is detailed and provides accurate information. The content provides a thought-leadership perspective for attendees.

MEASURABLE

The learning objectives are well-defined and clearly articulated in the content. The session is structured to allow session outcome evaluations for attendees to assure learning transfer.

ATTAINABLE

The classification level of learning is appropriate for the attendees' skill level and benefit. The content presents a new idea that is still relatable to the attendees.

RELEVANT

The topic is timely and innovative for the industry today. Attendees will be able to grasp concepts readily and apply what they have learned. Employ the use of activities, case studies, examples, and stories to achieve this goal.

TIME-BOUND

The session is engaging and well-planned, in terms of balancing time allocation and learning engagement to create a dynamic learning environment for attendees.

SPEAKER PROPOSAL SUBMISSION REQUIREMENTS:

Please follow the information and guidance on proposal submissions for speakers and presenters.

01. NUMBER OF PRESENTERS

Speakers/presenters can submit a proposal for an independent session or multiple speakers, but limit submissions to ONE form per proposal. If there are multiple speakers, a primary contact name is required in addition to listing the names of all speakers/presenters intending to present. For CEU sessions there should be a maximum of three (3) speakers per session. Panel discussions should be limited to five (5) or fewer, including a moderator. If a panel discussion is suggested as a session format, ASID Education will determine the overall structure and formatting of the session upon acceptance of the proposal and will coordinate with the presenters.

02. BRIEF BIO AND PHOTO

Include a headshot picture of each speaker and a 100-word biographical paragraph.

03. TELL US WHY

Submit a 3-5-minute video of yourself telling us why you want to be a speaker. Demonstrate your passion and motivation about your subject matter, to inspire participants to attend your presentation. You can upload either a video file by the submission platform or share a link to your video via YouTube or Vimeo.

04. PROPOSAL CATEGORY

Choose either CEU Session, Workshop, or Short Informal Presentation Session.

05. SESSION TITLE

Select a title that is a maximum of 10 words with clear and direct representation of the education session.

06. CONTENT TOPIC AREA(S)

Select up to three (3) topics areas that are relevant to your presentation.



07. PREVIOUS PRESENTATION STATUS

Have you presented this session for ASID previously? If yes, please include the dates and locations of where the session was presented. Also, please indicate if the presentation has been approved by IDCEC (International Design Continuing Education Council), AIA (American Institute of Architects), or other organization.

08. LENGTH OF SESSION

Choose from the session lengths provided - 30 minutes or less; 45 to 60 minutes; 75 to 90 minutes; or 90 to 120 minutes.

09. SESSION DESCRIPTION

Provide a brief description of your session (100 words or less) that gives a clear understanding of what attendees will learn. This may also be used in promotional materials if your proposal is accepted.

10. LEVEL OF INSTRUCTION

Indicate if the session is created for Basic, Intermediate, or Advanced skilled practitioners. For sessions considered Advanced, you must describe qualifications necessary for session participants. If you need more information in determining skill level of instruction, send us an email at education@asid.org and we will be happy to assist you.

11. LEARNING OBJECTIVES

List the learning objectives for the session. CEU sessions must include at least four (4), and other informal presentations should include two (2) objectives. If you need some guidance in writing effective learning objectives for your presentation, send us an email at education@asid.org and we can provide some resources to help you.

12. PRESENTATION SCHEDULE

Using the number of minutes indicated in the Session Length, provide a general plan for your session. Start with the introduction, and list each planned topic and the estimated number of minutes allotted for each one. The total number of minutes planned should equal the number of minutes selected in the Session Length section.

13. RELEVANCE OF SESSION

Provide a compelling explanation of why the content in this proposed presentation is important to interior designers.

14. TEACHING STRATEGIES

Indicate how the teaching strategies are apportioned by percentages of the presentation. Determine the percentage of time spent in lecture or information presentation, interactive learning activities or group work, and question and answer segment for open discussion.

15. CONTENT SAMPLE

While we do not expect your presentation to be completely prepared, we ask that you submit a sample of your presentation concept either through the submission of approximately 5 to 8 slides, handouts, or document that captures some of the intended content.

16. LIST OF REFERENCES OR RESOURCES

Provide a list of all references and resources used to develop and support the subject matter presented for each topic in the session outline. Research sources should be current within the last 5 to 10 years.



No submissions that attempt to include promotion or commercialism will be accepted unless it is clearly disclosed as a Sponsored Education Session. In addition, please refrain from submitting passive lectures or recycled presentations from other recent events (within the last 3 years presented at a similar conference).

Please visit the [Learn at ASID webpage](#) for links to available presentation opportunities.

For questions or assistance, please send an email inquiry to education@asid.org