# STC Technical Communication Summit 2020Proposal Preparation Form

15-18 May, 2020
Bellevue, Washington USA

The Conference Committee suggests that you prepare your proposal in its entirety before entering it into the official Summit proposal online form and submitting it. Save this document for your records.

The STC Summit Call for Proposals is available at <https://summit.stc.org/call-for-proposals>

You may submit up to 3 session proposals and 2 preconference workshop proposals, for a limit of 5 total.

**Proposal submission deadline is 11:59 PM US eastern on Monday, 30 September 2019.**

## About your proposal

**Session Title** (Max: 12 words)

**Abstract**

(Max: 1100 characters) Provide a brief description of your session. This abstract will be used to market the session in advance of the STC Summit and will be included in the program, so write it with the audience in mind. It should include the concepts you will address and/or the problem your session can help to solve. The Abstract should help potential attendees identify if your session is right for them.

**Session Takeaways**

(Max: 500 characters) List three key takeaways from your session. This information will be included on the conference website.

**Session Details**

(Max: 2200 characters. Do not repeat your abstract.) Provide a session outline highlighting learning activities, objectives, content examples, activity plan, and so on.

**Session Format**

Session Types and Audience Levels: <https://summit.stc.org/call-for-proposals/session-types/>

 Education Session - 50-minute presentation

 Education Session - 50-minute tutorial

 Preconference Workshop - half day - Friday, May 15, 2020

 Preconference Workshop - full day - Friday, May 15, 2020

**Session Track**

Tracks and Topic Ideas: https://summit.stc.org/call-for-proposals/summit-topics-and-ideas/

The Conference Committee may move your session to another track if it encompasses more than one area.

 Content Design and Delivery

 Tools and Technologies

 Training Development and Delivery

 Project Management, Leadership, and Career Development

**Does your presentation require a wired (Ethernet) internet connection?**

All presentation computers will have access to WiFi. Only select Yes if your session will require uninterrupted service that WiFi may not support, such as streaming videos or running high-bandwidth demonstrations.

 Yes

 No

## About your audience

For a detailed description of the selections below, see <https://summit.stc.org/call-for-proposals/session-types/>

Practitioner and Expert sessions are welcomed and encouraged.

**Choose the audience for your session**:

 Foundation

 Practitioner

 Expert

## About you

**Name** (Full names of all presenters)

**Email**

**Phone Number**

**Employer or Company Name**

**Professional Bio**

(Max: 1100 characters) This information will be included on the conference app.

**Have you presented this session before?**

 Yes

If so, where? (Include session title, type of session, conference name, month/year)

 No

**Previous Speaking Experience**

List relevant previous talks and workshops. Include session titles, type of session, conference name, month/year.

**Web Presence**

Provide links to presentation examples (SlideShare, YouTube, and so on), as well as personal websites that showcase your knowledge of the topic. You may also include links to your social media profiles if they support your position as a thought leader on the topic.