# STC 2021 Technical Communication Summit Conference & Expo

# Proposal Preparation Form

Virtual Conference

4-9 June 2021

Onsite Conference

Atlanta, Georgia USA

6-9 June 2021

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

STC 2021 Summit Proposal Submission Form: <https://summit.stc.org/call-for-proposals>

You may submit up to 3 proposals for education sessions and 2 proposals for preconference workshops, for a limit of 5 total proposals (maximum of 2 speakers per proposal). Individuals whose proposals are accepted will be limited to no more than 2 education sessions and 1 preconference workshop, depending on program availability.

*NOTE: You may propose only education sessions and preconference workshops through this process. Please do not propose keynote presentations. To discuss prospective keynotes, contact the Conference Committee directly at* *stcsummit@gmail.com**.*

**Proposal submission deadline is 11:59 PM US Eastern Time on Wednesday, 30 September 2020.**

## About your proposal

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

Provide a descriptive title that conveys the topic of your session.

**Abstract** (Max: 1,100 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 whether your session is right for them.

**Session Takeaways** (Max: 500 characters)

List three key takeaways from your session. This information will be published with your session abstract.

**Session Details** (Max: 2,200 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

• Onsite (45 minutes)

• Virtual (45 minutes)

• Could deliver either onsite or virtual

• Preconference Workshop - Half-day

• Onsite - Sunday, 6 June 2021

• Virtual - Friday, 4 June-Sunday, 6 June 2021

• Could deliver either onsite or virtual

• Preconference Workshop - Full-day

• Onsite - Sunday, 6 June 2021

• Virtual - Friday, 4 June-Sunday, 6 June 2021

• Could deliver either onsite or virtual

**Session Track**

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

• Content Design and Delivery

• Tools and Technologies

• Management, Leadership, and Career Development

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

**Onsite Presenters Only: Does your session require a wired (Ethernet) internet connection?**

Onsite 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

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

• Foundation – Attendees have basic or no knowledge or proficiency in the topic, so material should focus on beginner-level concepts and examples.

• Practitioner – Attendees are proficient in the topic, so material should focus on intermediate-level concepts and examples.

• Expert – Attendees are highly proficient in the topic, so material should focus on advanced-level concepts and examples.

If your session could appeal to multiple audiences, select the highest one. Practitioner and Expert sessions are welcomed and encouraged.

## About you

**Name** (Maximum of two speakers per session)

**Email Address**

**Phone Number**

**Employer or Company Name**

**Location**

• Africa

• Asia

• Australia

• Europe

• North America

• South America

**Professional Bio** (Max: 1,100 characters)

This information will be published with your session abstract.

**Have you presented this session before?**

• Yes

If so, where? Include session title, type of session, conference name, and date.

• No

**Previous Speaking Experience**

List relevant previous talks and workshops. For each one, include session title, type of session, conference name, and date.

**Web Presence**

Provide links highlighting previous talks and workshops (e.g., SlideShare, YouTube, conference websites), as well as personal websites that showcase your knowledge of the topic. You also may include links to your social media profiles if they support your position as a thought leader on the topic.