

ATD 2024 International Conference & EXPO

Proposal Template

**This is for demonstration purposes only. You will need to submit your proposal in the [online submission portal](#) by July 27, 2023.*

Proposal Submitter

First Name _____ Last Name _____
Email _____
Office Phone _____ Cell Phone _____
Company/Organization _____ Position/Title _____
Address Line 1 _____ Address Line 2 _____
City _____ State _____ Zip _____ Country _____

Task 1: Speaker

First Name _____ Last Name _____
Email _____
Office Phone _____ Cell Phone _____
Company/Organization _____ Position/Title _____
Address Line 1 _____ Address Line 2 _____
City _____ State _____ Zip _____ Country _____

Speaking Experience (Part 1): Have you ever spoken at ATD TechKnowledge or ATD International Conference & Expo? (select all that apply)

- ☐ ATD 2018 International Conference & EXPO
- ☐ ATD 2018 TechKnowledge Conference
- ☐ ATD 2019 International Conference & EXPO
- ☐ ATD 2019 TechKnowledge Conference
- ☐ ATD 2020 TechKnowledge Conference
- ☐ ATD 2021 TechKnowledge Conference
- ☐ ATD 2021 International Conference & EXPO
- ☐ ATD 2022 TechKnowledge Conference
- ☐ ATD 2022 International Conference & EXPO
- ☐ ATD 2023 TechKnowledge Conference
- ☐ None

Speaking Experience (Part 2): (short response) If you selected **None**, list at least one conference you have presented at with the dates and location, the session title, and a conference organizer reference

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with name and email address. *Please enter N/A if you selected any of the options in Part 1 other than none.*

Bio: (short response) Include a bio of no more than 500 characters in length. **WE DO NOT HAVE YOUR BIO ON FILE.** Therefore, you will need to add it to this field, or the submission will be incomplete.

Headshot: (file upload) Please upload a digital image (a high-resolution, professionally produced portrait, if possible) for use in conference-related materials. By uploading a photo of yourself, you certify that you have the right to distribute the image and you release it for use on the program materials for the event.

- Formats: .jpg, .png, or .gif
- At least 300 dpi.
- At least 600x600.
- Maximum file size to upload is 16MB.

Add Previous Speaking Video Link: (short response) We request a video because it helps the Program Advisory Committee view your audience engagement and speaking ability. It could also set your submission apart from other submissions in a very competitive track.

- **New ATD Speakers** are **REQUIRED** to upload a video.
- New ATD Speakers does not only refer to the session type you select. They are individuals who have not spoken at the ATD International Conference & EXPO or the ATD TechKnowledge. If you have spoken at a small conference for ATD you are still considered a New ATD Speaker. Therefore, you must provide us with a video.
- If you have not spoken at the ATD International Conference & EXPO or the ATD TechKnowledge since before 2018. Then you will need to submit a video of you speaking.
- New ATD Speakers that fail to provide a video will have their proposal submission eliminated from final consideration.
- Videos need to be at least 60 seconds long and can be longer.
- Videos need to demonstrate you speaking to a live audience or group or delivering a virtual session.
- The video does not need to be of you speaking at an actual event. However, it does need to be of you speaking to a group of people. This can be done by pulling together a group of people to create the video for your submission. It can also be of you speaking during a virtual event or meeting to a group of people.
- **DO NOT** provide videos that are an interview or marketing pieces.
- Add your video link while completing the speaker profile task.
- We accept YouTube, Vimeo, or any kind of video links. Please ensure the video is not password protected or this could cause your submission to be eliminated.
- We will NOT accept file uploads. If you have a file to upload, we recommend that you upload it to YouTube, Vimeo, etc., and then provide us with a link.

ALL speakers are welcome to submit a video even if you've spoken at ATD previously.

***If you have trouble uploading a video, please email speakers@td.org for more assistance.

Task 2: Proposal

1. **Proposal Title:** (short response) (10-word limit). Please do not use all caps.
2. **Proposal Type:**
 - a. **Education Session** - These sessions provide knowledge that can be applied immediately. It can be delivered with up to two co-presenters or individually.
 - b. **Innogizer** - These are active learning sessions that incorporate highly experiential activities, such as dance, improv, drumming, games, etc. into an energetic and innovative session.
 - c. **New ATD Speaker** - First time speakers will be required to submit a video in the proposal process. Failure to do so will eliminate your submission from consideration.
 - d. **On-Demand** - These are prerecorded sessions made available in the conference platform.
 - e. **Panel** - These sessions consist of a moderator and up to four panelists. You must provide all panelists' names and information in the submission to be considered.
3. **Track and Sub-Tracks:**
 - **Career Development (Content Track 1)** - *The Career Development track highlights trends and topics influencing a community of learning professionals interested in advancing their own careers and helping others develop their skills and expertise.*
 - Career Paths
 - Competency Models
 - Consulting
 - Credentialing
 - Foundational Skills Development
 - Job Search and Career Transition
 - Influence
 - Personal Branding
 - Resilience/Agility
 - **Future Readiness (Content Track 2)** - *The Future Readiness track highlights topics that help professionals prepare their organization to meet future needs.*
 - Environmental Scan
 - Employee Experience
 - Future Skills
 - Internal Mobility
 - Learning in the Flow of Work
 - People Analytics
 - Reskilling and Upskilling
 - Supporting Innovation and Creativity
 - **Instructional Design (Content Track 3)** - *The Instructional Design track focuses on trends and topics related to the process of analyzing learning and performance needs, and designing instructional programs, materials, or experiences to meet those needs.*
 - Design Thinking
 - Developing Content and Materials
 - Experiential Learning
 - ISD Models
 - Learning Engineering
 - Learning Transfer
 - Microlearning

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- Needs Assessment
 - Tools and Platforms
 - Train-the-Trainer
- **Leadership and Management Development (Content Track 4)** - *The Leadership and Management Development track highlights trends and topics influencing a community of leaders driving strategy, developing talent, and building a strong global workforce.*
 - Building Personal Leadership Capabilities
 - Communication and Feedback
 - Developing Organizational Leadership Development Strategies
 - Emotional Intelligence
 - Executive Development and Coaching
 - Team Building and Collaboration
- **Learning Sciences (Content Track 5)** - *The Learning Sciences track highlights topics to help professionals understand and apply evidence-based methods. This includes how individuals take in and retain information and apply new behaviors, skills, and knowledge on the job to improve performance.*
 - Attention, Engagement and Motivation
 - Behavior Change
 - Cognitive Load & Microlearning
 - Emotion
 - Learning Theories and Approaches
 - Memory and Learning
 - Metacognition and Transfer
 - Research and Practice
 - Skill Building and Habit Formation
- **Learning Technologies (Content Track 6)** - *The Learning Technologies track highlights how L&D professionals use tools, platforms, systems, applications, and software enable to develop the future workforce.*
 - Artificial Intelligence and Machine Learning
 - Augmented Reality/Virtual Reality
 - Authoring Tools
 - E-Learning and Digital Design
 - Games and Simulations
 - LMS/LXPs/Platforms
 - Mobile Learning
 - Performance Support
 - Podcasts
 - Video
- **Managing the Learning Function (Content Track 7)** - *Managing the learning function has become more complex in recent years as training is moving away from a simple order-taker approach. Responsibilities for those who manage such functions involve understanding more strategically how to approach areas such as business partnering, staffing, managing programs, and more.*
 - Business Alignment
 - Consulting and Business Partnering
 - Knowledge Management
 - Managing Training Programs
 - Performance Consulting and Performance Improvement
 - Project Management
 - Running a Department of One

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- Staffing and Resources
- **Measurement & Evaluation (Content Track 8)** - *The Measurement and Evaluation track highlights implementing learning analysis process models and systems to measure talent development intervention, program effectiveness and organizational outcomes.*
 - Data & Analytics
 - Data Literacy
 - Evaluating Learning Impact
 - Evaluation Metrics – What to Measure
 - Evaluation Instruments
 - Learning Retention
 - ROI
- **Sales Enablement (Content Track 9)** - *The Sales Enablement track will highlight trends and topics influencing those who develop sales talent.*
 - Delivering Sales Training
 - Measurement on Enablement Programs
 - Sales Coaching/Mentoring
 - Sales Content
 - Sales Talent Selection and Development
 - Sales Tools, Technology, and Process Improvement
- **Talent Strategy & Management (Content Track 10)** - *The Talent Strategy & Management track will highlight trends and topics influencing a community that manages organizational talent and the employee lifecycle.*
 - Change Management
 - Coaching and Mentoring Programs
 - Culture
 - Diversity, Equity, and Inclusion (DEI)
 - Employee Engagement
 - Organizational Development
 - Performance Management
 - Recruitment and Retention
 - Succession Planning
 - Talent Acquisition and Onboarding
 - Unconscious Bias
- **Training Delivery & Facilitation (Content Track 11)** - *The Training Delivery & Facilitation track covers the transfer of knowledge and skills via selecting or developing the appropriate delivery options to make learning engaging, effective, relevant, and applicable.*
 - Facilitation Skills
 - Hybrid Facilitation
 - Learning Activities
 - Learner Engagement
 - Presentation Skills
 - Storytelling
 - Train-the-Trainer
 - Virtual Classroom
- **Government (Industry Track 1)** - *The Government track highlights trends and topics for government learning professionals from federal, state, and local agencies. This track focuses on modernizing talent development in government, innovation, and preparing for the future of work.*
 - Evaluating the Learning Impact
 - Hybrid Work

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- Leadership Development
 - Modernizing Learning Infrastructure
 - Modernizing Talent Management
 - Policy Modernization
 - **Healthcare (Industry Track 2)** - *The Healthcare track highlights trends and hot topics influencing a community of healthcare executives, providers, managers, and trainers working to create next-generation healthcare environments through learning, talent development and cultural change.*
 - Digital Transformation in Healthcare
 - Employee Experience (Culture, DEI)
 - Employee Wellness and Wellbeing
 - Evaluating the Learning Impact
 - Healthcare Leadership Development
 - Healthcare Training Fundamentals
 - OD and Change Management
4. **Target Audience:** Choose one (1) from the Target Audience list.
- i. All Talent Development Professionals
 - ii. Decision Maker
 - iii. Director/Manager
 - iv. Executive
 - v. Facilitator
 - vi. Instructional Designer
 - vii. Internal Practitioner
 - viii. Leader
 - ix. New Practitioner
 - x. Trainer
5. **Learning Approach:** Choose 1 and please consider the level at which this content is appropriate.
- i. Case Study
 - ii. Core Topic
 - iii. Experiential Learning
 - iv. Global Focus
 - v. Innovation/Trend
 - vi. Research
6. **Delivery Method:** In-person sessions are 60 minutes. The way you deliver your session will be a factor in whether it is selected. The ideal session should be limited to 25% lecture or presentation. The ATD audience of learning designers and facilitators expects highly relevant content delivered in an interactive, experiential format with solid application back to their jobs. How will you deliver the session? Please select **one**.
- i. Presentation style with emphasis on slides and lecture
 - ii. Facilitated discussion with attendees with some supporting slides
 - iii. Interactive discussions
 - iv. Small group exercises
7. **Abstract Description:** (long response)- **This section is for INTERNAL REVIEW USE ONLY.** Our submission process is very competitive. We use a Program Advisory Committee to review and score proposals and make recommendations for final selection. This section should explain to the committee the basic background on your subject matter/topic, what you will discuss in your

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session, and what prerequisites would be needed to attend. Please think of this section as a deeper dive into your subject matter and be written so the committee can understand exactly what will be delivered to attendees.

8. **Session Description:** (short response)- **This area is designed to be a short description of 2 to 3 sentences MAX,** to encourage attendees to come to the session. IF SELECTED, it will be used for the public-facing program guide, app, website, and other potential uses. Please consider the impact this requirement has and do not repeat what you entered in the Abstract Description. Text is very limited, so please review your final text after you have saved it. **PRO TIP:** Watch the character count at the bottom and it includes spaces. This is NOT a word count. Any extra characters will be deleted. (Max: 350 characters)

Task 3: Job Applications

Job Applications: (short response): Use this space to show how the learner will be able to apply your session content back on the job. This is in lieu of learning objectives. USE ACTION VERBS and action-oriented statements, (e.g. Apply, Explore, Discover, Use, etc.). *****You are required to submit at least one (1) Application on the Job. The remaining fields are optional.**

- i. Job Application 1 (125 characters)
- ii. Job Application 2 (125 characters)
- iii. Job Application 3 (125 characters)

Task 4: Additional Programming

- 1. **Onsite Delivery** - Are you willing to deliver in person in New Orleans, Louisiana?
 - i. Yes
 - ii. No
- 2. **Possible Virtual Delivery** - Please note that this is not a guarantee, but would you be willing to deliver your session virtually? This will not affect your request to speak in person. If you answer yes, we will put your name on a list and follow up later if we are able to offer this option.
 - i. Yes
 - ii. No

Task 5: Equipment Needs

- 1. Will standard equipment work for your session? **Standard Equipment:** One (1) 16:9 widescreen LCD projector, One (1) screen, A wireless lavalier (lapel) microphone for each speaker, One (1) wireless slide advancer, and House Sound patch (sound in the room). **Important:** A laptop will be provided in your session room. Therefore, you will need to have your presentation on a USB drive at the event.
 - i. Yes
 - ii. No
- 2. If you selected "No," please describe in the comment field below: (Max: 150 characters) (short response)

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3. Wi-Fi is available in the session rooms. If you need hardline internet, please select "Yes."
 - i. Yes
 - ii. No
4. If you selected "Yes" for a hardline internet connection, why? Your answer is required for ATD to determine if providing a hard line is necessary. (Max: 150 characters) (short response)

Task 6: Room Set

IMPORTANT: This is the only time we will ask for this information. *If your session is selected, we will try to accommodate what you have listed here. Conference sessions are set in theater style (rows of chairs) to accommodate as many learners as possible. Only a few rooms are set with round tables, and we cannot guarantee this room set for everyone. Please select your preferred set-up.*

1. My session requires a room set with round tables. (Please remember only a few rooms are set with rounds, and we cannot accommodate all requests.)
 - i. Yes
 - ii. No
2. If a room with round tables is not available, I could conduct my session in a room set theater style.
 - i. Yes
 - ii. No
3. My room requires a special set-up.
 - i. Yes
 - ii. No
4. Please describe your special set-up in the comment field below. (Max: 500 characters) (short response)

Task 7: Presentation Sample

Presentation Sample (Upload) - To provide attendees with better presentations, please provide a sample of one of your PowerPoint presentations. This will give ATD's Program Advisory Committee a sense of your presentation style and the quality of work. Please upload a PowerPoint sample.

- The sample should be 4-6 slides max and **DOES NOT** have to be about what you are proposing but should demonstrate how you create your slide presentations.
- Please note the **MAXIMUM** size limit is 200 MB.

Task 8: Conference Policies

1. **Your Commitment to Speak** It is an honor and a privilege to be invited to speak at an ATD conference. By sharing your expertise, you make a valuable contribution to the profession's field of knowledge and to the individual learning of our participants. If you are selected, please view this opportunity as a commitment like any other and ensure that you can deliver the session by

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securing the support of your organization and managing your workload and clients to keep this time open. We understand that things do happen and appreciate your advance notice in the event of extreme circumstances that prevent your attendance.

- I acknowledge that I have read and understand the above statement.
- I do NOT agree with the above statement.

- 2. Honoraria, Travel Expenses & Complimentary Registration** ATD is a nonprofit educational association with a responsibility to its members to carefully manage its resources. Delivering an education session is done on a voluntary, unpaid basis. The speaker's individual travel and living expenses are at his/her own expense. ATD provides one complimentary full conference registration per speaker. This year we will not be offering session-only passes. If you plan to bring additional guests to help assist you, they will need to purchase a full conference registration to attend.

- I acknowledge that I have read and understand the above statement.
- I do NOT agree with the above statement.

- 3. Noncommercial Policy** ATD conference education programs are learning experiences first and foremost, and as such must be noncommercial in content and delivery. Speakers must: Avoid using brand names and endorsing specific products. Eliminate any form of direct promotion of the speaker's product, service, or monetary self-interest. Refrain from overt statements, harsh language, or pointed humor that disparages the rightful dignity and social equity of any individual or group.

- I acknowledge that I have read and understand the above statement.
- I do NOT agree with the above statement.

- 4. Proposal Submission, Session Delivery and Speaker Limits**

Proposal Submission: ATD continues to seek and provide a balanced slate of speakers with a diversity of backgrounds, viewpoints, and organizational affiliations. Each individual or organization may submit up to two (2) speaking proposals. Any proposals submitted more than this limit will be deleted from the system based on the date of submission. Please submit your absolute best proposals and coordinate with your colleagues when submitting from large organizations. Proposals are selected based on the information submitted. Submitters are expected to follow the instructions carefully and supply all requested information. Missing or incorrect information could make the proposal ineligible for consideration. This refers to but is not limited to missing/incorrect speakers listed on the proposal. Exceptions to these limits must be pre-approved by ATD.

Speaker Limits: The number of speakers is limited based on the session type. Education, Innogizer, New ATD Speaker, On-Demand, and Panel sessions are limited to two (2) speakers. Panel sessions are limited to four (4) panelists plus one (1) moderator for a total of five (5) speakers. All panelists must confirm their acceptance individually (if accepted).

Session Delivery Limits: Most speakers will be limited to one education session, except for repeated sessions. Speakers may also serve on a panel in addition to delivering one education session. Exceptions are at ATD's discretion.

- I acknowledge that I have read and understand the above statement.
- I do NOT agree with the above statement.

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5. **Room Set** ***IMPORTANT INFORMATION:*** Laptops will be provided. You will need to bring your presentation loaded onto an external thumb drive. Technical and AV assistance will be available onsite. Rooms are set with Wi-Fi, laptop, LCD projector, screen, and wireless lavalier microphone.
- I acknowledge that I have read and understand the above statement.
 - I do NOT agree with the above statement.
6. **Intellectual Property** All work that you submit should be original to you. To the extent the work includes any third-party materials, ensure you have the appropriate permissions for use of those materials, and that the work does not infringe the rights of any third party, including copyright, trademark and/or right of publicity.
- I acknowledge that I have read and understand the above statement.
 - I do NOT agree with the above statement.
7. **Finalize** If this proposal is accepted to be a session, please note ATD's speaker registration policy. ATD will provide only one full conference registration per speaker. We recommend you review all the [ATD Conference Policies](#) and review your submission to ensure that all steps have been completed. Any incomplete steps will not have a green check mark next to them. Descriptions can be changed up until the submission deadline (July 27, 2023).
- I acknowledge that all information submitted is complete and correct.
 - I do NOT acknowledge that all information submitted is complete and correct.