

MOC Summit 2020

Call for Programs: Submission Template

To use this document, please save or download a copy for yourself. You can then replace out any highlighted text with your applicable information. Please note, this is not your actual program submission. This is a document which may be helpful to you through the development process. **You must submit your proposal at <http://cqlink.me/s25415> by Friday, February 28th, 2020 for consideration.**

PRESENTER INFORMATION

PRIMARY PRESENTER CONTACT INFORMATION

Name: Your answer here
Institution: Your answer here
Position Title: Your answer here
Email address: Your answer here
Phone Number: Your answer here

PROGRAM INFORMATION

PROGRAM TITLE

This is the title that will appear in the program guide and the mobile application. The title should draw the participant's eye while accurately capturing the essence of the presentation. Titles that draw the eye, but do not actually identify the point of the workshop, often leave the participant frustrated.

PROGRAM ABSTRACT

Program Abstract is an brief summary/description (200 words or less) of the session you will present. Please note this information will be available for participants in the conference program guide, and this description should effectively and concisely inform the participants what content to expect in the presentation. This is your marketing blurb, and will largely determine if participants choose to participate in your session or not.

LEARNING OBJECTIVES

You will identify learning objectives for your program. While your program description above is a high level description of your session, the learning objectives are statements that indicate what the participant will know or be able to do as a result of participating in the session. These objectives are used extensively in the review process to select programs that meet the needs of our participants. Please do not simply restate your description in your learning outcomes. The program form will show the requested number of learning objectives based on the Program Session Type you select. *The learning objectives will be published with your program title and abstract, and the objectives will be used by the Program Committee to determine a proposal's merit in the selection process.*

SESSION OUTLINE

Please identify a brief outline of how you plan to achieve the learning objectives of your session. Be specific about the learning strategies you plan to use so that participants are actively engaged with the content, and indicate the amount of time you will spend on each section of your outline. As you are planning your session, it's important to remember that if you are using the experiences of your individual

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campus, you should clearly identify how the lessons learned and strategies used on your campus can be applied to a variety of campus settings and different situations in your presentation. Your outline should be limited to no more than 500 words, and be easily understood by reviewers. Additionally, it should be clear to the reviewers that the plan for your session will clearly allow participants to achieve the learning objectives for the session. *Your outline will not be published and will only be used by the Program Committee to determine a proposal's merit in the selection process.*

PREVIOUS PRESENTATION

Yes/No

If yes: when/where you have previously presented this content, if you have.

PROGRAM CONTENT TRACK

- Mind
- Body
- Soul

AV NEEDS

- No AV Required
- Flip Chart & Markers
- Projector and Screen (computer, connectors, and audio are NOT provided)
- Other: _____

READY TO SUBMIT?

Once you have finished preparing your proposal with the above-required information, you are ready to submit the proposal. Remember, once you begin the form you will need to complete all pages and submit. If you leave the page and return later, you will need to start over. [You can submit a proposal here.](#)