**Speaker Proposal Submission Form**

**Deadline:** Sunday, March 14, 2021

Please ensure you have reviewed the [**Conference Speaker Submission Style Guide**](https://www.thenrwa.com/resources/Conference%20Chair/2021%20Conference/NRWA%20Speaker%20Proposal%20Submission%20Information%20and%20Style%20Guide%202021%282%29.docx)prior to completing this form.

**Use this document for your presentation proposal and save in the following format:**

*Name-Session Title-NRWA Conference 2021* | **Proposal MUST be saved and submitted in MS Word.**

Submit all proposals to both addresses: adminmanager@thenrwa.com and conferencechair@thenrwa.com

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| **SECTION I: Presenter Information** |  |
| **Presenter’s Name** |  |
| **Certifications / Credentials***(limit to three most relevant)*  |  |
| **Title** |  |
| **Company/Organization Represented** |  |
| **Mailing Address** |  |
| **Email Address** |  |
| **Phone Number***(Where you can be reached quickly, if necessary)*  |  |
| **Website URL** |  |
| **Company Logo (JPEG format) & Professional Photo** |  |
| **Speaker / Professional Biography** (150-word limit)***\*Ensure this aligns with the Conference Speaker Submission Information and Style Guide*** |  |
| **Presentation History**⮞ *Have you presented on this topic before? If so, where, when, and how was the presentation delivered?*⮞ *Have you spoken at a NRWA Conference before? If so, what was the topic and when was/were the presentation(s)?* |  |
| **Additional speaker information** *(i.e., links to articles, blogs, videos, or online information that can be shared)* |  |
| **Unique Qualifications*****Include any additional information*** *that distinguishes your presentation, or what makes you uniquely qualified to be a presenter on this topic.* |  |
| **Co-presenter / Panel Expert** ( Yes No)*If Yes, then please copy all sections above and provide information as requested.*  |  |
| **SECTION II: Proposed Session Content** | *Describe the subject matter, target audience, and your approach to making this an educational offering.**Please refer to the Speaker Proposal Submission Information and Style Guide for topics of interest to the NRWA membership.* |
| **Presentation Title** |  |
| **Proposed Session Format** *(choose one)* |  **Feature Presentation:**  60- or 90-minute single session with a live on-screen presentation, allowing time for questions.  **Interactive Workshop:** 60- or 90-minute demonstration with live instruction, audience engaged delivery.  **Prerecorded mini sessions with live active speaker engagement:** 20- to 30-minute prerecorded video presentation with speaker engaged in chat discussions during session, and post-session question/answer forum. **Panel Discussion:** 60- or 90-minute single session, moderator-led panel presentation developed by one lead presenter who assembles 4-6 experts for targeted, topic driven dialogue. *\*Include names and credentials for panel experts as an addendum.* |
| **Session Description (200-word limit)*****\*Ensure this aligns with the Conference Speaker Submission Style Guide*** |  |
| **List three key takeaways** ***\*Ensure this aligns with the Conference Speaker Submission Style Guide*** |  |
| **Target Audience** *(select all that apply)* |  General Interest to Career Services Professionals New Business Owners Experienced Business Owners Emerging Writers Advanced Writers Workforce Development/Career Center Staff Higher Education/Technical School Personnel Military/Federal Career Services Providers |
| **My conference content (PowerPoint slides and handouts) may be shared electronically with conference attendees.** |  Yes No |
| **Questions? Please contact:****GENERAL QUESTIONS & CONFERENCE LOGISTICS**Jennifer Thornton, Executive DirectorThe National Résumé Writers’ Associationadminmanager@thenrwa.com 443.966.3851 x1151 | **PROGRAM CONTENT**Nancy Grant, MS, NCOPEConference Planning Chairconferencechair@thenrwa.com585.281.2892 |