**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(2).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](mailto:adminmanager@thenrwa.com) and [conferencechair@thenrwa.com](mailto: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 Director  The National Résumé Writers’ Association  [adminmanager@thenrwa.com](mailto:adminmanager@thenrwa.com)  443.966.3851 x1151 | **PROGRAM CONTENT**  Nancy Grant, MS, NCOPE  Conference Planning Chair  conferencechair@thenrwa.com  585.281.2892 |