****

**CALL FOR PROPOSALS**

**Section 1: About the Presenter(s)**

* Please copy and paste this section for additional presenters and complete all questions for each presenter.

**Question:**

Presenter Information

**Description:**

Please enter your full name, organization, city, state/province and email address as a continuous string (and kindly spell out state/province name in full). For example: Garry Oak, Mountain Lion Rehab Center, Cougarville, Oregon, [Garry.Oak@mlrc.org](mailto:Garry.Oak@mlrc.org).

**Question:**

Background and Qualifications

**Description:**

In 100 words or less, please provide a brief biographical sketch written in the third person and including the following; 1) current title and place of work, 2) mention of 2 or 3 relevant experiences or educational merits, 3) a statement of why you are passionate about this topic and 4) two personal things (hobbies, family, etc. ).

**Question:**

Have you presented at an AIRS Conference before?

**Description:**

1. No - This is my first time
2. Yes - I have presented once or twice before
3. Yes - I have presented 3 or more times at an AIRS Conference

**Section 2: About the Presentation**

**Question:**

Session Title

**Description:**

Please select a title that gives a clear idea of the content. Avoid lengthy, confusing or dull titles. Focus on either simple or catchy.

**Question:**

Session Description

**Description:**

In about 120 words, please describe the major concepts of your session and the target audience. This will be published in the conference program and serves as the prime description to participants. For support, please see the main CFP page for tools and ideas on crafting a description that will attract the right attendees to your session.

**Question:**

Session Objectives

**Description:**

State clearly and concisely the intended measurable learning outcomes using bullet points. Try to complete these objectives using active verbs. Please see main CFP page for tools and ideas on creating excellent action statements.

**Section 3: Logistics**

**Question:**

Which role in a typical I&R organization would most benefit from your presentation? lease underline or highlight all that apply.

**Description:**

* Managers/Supervisors
* Community Resource Specialist
* Community Resource Specialist - Database Curators
* Fiscal Resources Development
* Outreach Personnel
* Data and/or Tech Staff
* Other

**Question:**

Which level of experience would your content be most beneficial to?

**Description:**

* Beginners (1-2 years)
* Intermediate (3-4 years)
* Advanced (5 or more years)
* All levels

**Question:**

Audio-Visual and Internet Needs:

**Descriptions**

Please indicate what tools you need to be successful in your presentation. Laptops will NOT be provided – you will need to bring your own. Please underline or highlight all that apply.

* Projector/Screen with HDMI cord
* Microphone
* Flipchart with markers
* Speakers (for videos)
* Internet Access
* HDMI cord adaptor for laptop (list type in OTHER)
* Other

**Question:**

Workshop Length

**Description:**

All sessions are 75 minutes, but some can be ‘double-sessions’ (i.e. 2 x 75 minute timeslots). Please mark which one applies to your presentation.

* Single 75 minutes session
* Double 75 minutes sessions (2 ½ hours)

**Question:**

Day and Time Restrictions

**Description:**

Will there be any days that you will NOT be in attendance at the conference? Please underline or highlight all that apply.

1. Monday June 8th am
2. Monday June 8th pm
3. Tuesday June 9th am
4. Tuesday June 9th pm
5. Wednesday June 10th am

**Question:**

Track Assignment

**Description:**

Which of the following tracks do you think would be the best fit for your session? Please underline or highlight all that apply.

* 211
* Aging and Disability
* Disaster
* Management
* Data and Technology
* Resource Database
* Service Delivery
* Serving the Military
* Other/Miscellaneous