Proposal Writing - the process

First, identify:

- Audience - who do you want to speak to?
- Message - what do you want them to understand?
- Conference description - how does your topic fit with the theme?

Components

Summary

The summary will determine if your proposal is accepted and also who will attend your session. Use this sheet to brainstorm your ideas, then go back through to identify notes related to conference theme, and what ideas will bring the audience you wish to see.

- Specify perspective(s) - What experiences or understanding are you speaking from?
- Desired outcomes - Will the audience learn new skills? Will they have a new competency? Why should they come to your session?
- How will you spend your time - These are estimates! Plan with the assumption that things will take longer than expected or there might be issues with technology.
  Examples: A panel of three people talking 20 minutes each, with 20 minutes for Q&A. A workshop including a 5 minute introduction to a theory followed by 25 minutes of an activity. A roundtable begins with a 5 minute icebreaker, followed by 10 minutes discussion on topic A, split into smaller discussions of topic B for 10 minutes, then a 5 minute wrap up.

- Optional - closed sessions. Please specify if you wish your session to be restrict to only transgender or QTPOC (queer and trans people of color) audiences. This option is only available to transgender or QTPOC speakers respectively, and is not applicable to storytelling (storytelling is a combined session).

Title

Condense your message into something short, possibly catchy. Puns and altered song lyrics are always a hit.

Presenter Bio

What experiences, accomplishments, or affiliations give you authority? Where might people know you or your work from? This can be a short resume or it can be personal and cute - however you prefer to present yourself.