SAMPLE SUBMISSION FORM

To prepare for completing the required online form, use this sample to gather proposal details and complete content leader information for each presenter/co-presenter in advance.

STEP 1. PERSONAL DETAILS

All “Personal Details” questions will appear for each presenter. Be sure to collect the information you need for each in advance, before you begin your submission online. All co-presenters must be submitted with proposal for consideration and approval. All personal contact information will be suppressed for the Peer and Advisory Committee review processes. For sessions with more than one content leader, the person submitting the proposal will serve as the primary point of contact (POC) for all communications and notifications. If a change of POC occurs, please alert ASAE.

SUBMITTER’S CONTACT INFORMATION

- I am a submitter only and primary contact
- I am a submitter and content leader

First Name: _____________ Last name: __________ Credentials (if applicable): _______

Title: __________________________________________________________

Email: ______________________________

Work Phone: _________________ Mobile Phone: _________________________

Nick Name: ______________

Address: _________________________________________________________

Organization: ____________________________________________________

Website: _________________________________________________________

HOW MANY YEARS OF ASSOCIATION EXPERIENCE DO YOU HAVE?:

☐ 1-5  ☐ 21-25  ☐ Skip, not a content leader
☐ 6-10  ☐ 26-30
☐ 11-15  ☐ 31+
☐ 16-20  ☐ Prefer not to disclose

WHAT IS YOUR POSITION LEVEL?:

For-Profit CEO/President/Owner/Partner | Association Manager
Association CEO/Executive Director | Association Employee (non-manager)
Association C-Level, Executive Team, VP | Other
Association Director | Skip, not a content leader

**WHAT IS YOUR ORGANIZATION TYPE?:**
- AMC (Association Management Company)
- Association Foundation
- Business Partner/Supplier
- Consultant
- CVB (Visitors Bureau)
- Credentialing Organization
- Federation of Associations
- Trade Association
- Hotel, Convention Center or Hospitality Industry
- Philanthropic/Non-Profit/Charitable/Foundation Org
- Professional Association
- Skip, not a content leader

**BIOGRAPHY**
Please provide a short biography (limit 150 words) in paragraph format that describes your association experience and expertise as it relates to the subject of this proposal. Note: This information will be suppressed for the Peer Review, but will be visible to the Advisory Committee and considered during final selection.

PROPOSALS | PRESENTATIONS | PAST SPEAKING EXPERIENCE

Have you submitted a proposal for the ASAE Technology Exploration Conference in the last two years? Y/N

Have you presented at Technology Exploration in the past two years? Y/N

Please describe any past teaching, presentation and/or speaking experience, either with ASAE or another organization.

COMMERCIAL INTEREST DISCLOSURE
If selected, content leaders must avoid the appearance or act of presenting educational content with commercial bias.

- No commercial or financial interest related to my position of influence or authority.
Yes, some commercial or financial interest related to my position of influence or authority.

INVITATION TO SELF-IDENTIFY

In principle and in practice, ASAE values and seeks diversity and inclusive practices within the association management industry. ASAE Learning aims to maximize the power of learning programs by promoting involvement, innovation, and expanded access to leadership opportunities among program speakers, faculty, and content leaders that maximize engagement across identity groups and professional levels.

Note: The following demographic questions are designed for you to self-identify and will be used for statistical reporting only without attribution to individuals. This information will be suppressed for the Peer Review and Committee Review, and will not impact selection in any way. To opt out of any question, select “Prefer not to disclose”.

GENDER

- Female
- Male
- Transgender
- Prefer not to disclose
- Skip, not a content leader

RACE/ETHNICITY (Select all that apply)

- African American/Black
- American Indian/Native American
- Asian
- Hispanic/Latino
- Native Hawaiian/Other Pacific Islander
- White/Caucasian
- Self-identification:
- Prefer not to disclose
- Skip, not a content leader

SEXUAL ORIENTATION

- Bisexual
- Gay
- Heterosexual
- Lesbian
- Prefer not to disclose
- Skip, not a content leader
STEP 2. PROPOSAL INFORMATION

Please take the time to submit a thoughtful proposal that clearly articulates the intent of the session.

SESSION FORMAT
Which learning format best suits this session proposal?

- Masterclass (3 hours, up to 4 Content Leaders)
- Learning Lab | Case Study Presentation (60 minutes, up to 4 Content Leaders)
- Learning Lab | Panel (60 minutes, up to 4 content leaders)
- Tech Training Seminar | (2 hours, up to 4 content leaders)

KNOWLEDGE LEVEL
What level of prerequisite knowledge is required for the most success in this session?

- Limited or no prior knowledge
- Some prerequisite knowledge
- Significant expertise, knowledge, and experience

SESSION TITLE (LIMIT 10 WORDS)
Please describe the overall focus and goal of the session, including key points and supporting topics. If selected, the description below will be modified and used in the marketing brochure, app, and website. NOTE: Do NOT include content leader, company, or product names anywhere in the session description.

_______________________
_______________________
_______________________

SHORT SESSION DESCRIPTION (LIMIT 50 WORDS) Pitch this session to attendees in just one sentence!

________________________________________________________________________

________________________________________________________________________

LONG SESSION DESCRIPTION NOTE: Do not include speaker, company or product names anywhere in the session description (LIMITED TO 150 WORDS)

________________________________________________________________________

________________________________________________________________________
LEARNING OUTCOMES
Please clearly define the new knowledge, skills, and abilities session participants will be prepared to apply back at the office following your session. We recommend you start with a measurable verb one might use to assess learning outcomes and complete this sentence: After attending this session, attendees will be able to...

Takeaway 1: ____________________________________________________________
Takeaway 2: ____________________________________________________________
Takeaway 3: ____________________________________________________________

INSTRUCTIONAL FLOW
The design of instructional flow is essential to effective learning experiences. How would you describe the instructional flow for this session? What techniques and adult learning methods will be deployed? How will the time be used? Creative approaches to instruction, and interactivity that go beyond this lecture/Q&A are strongly encouraged. Please be specific.

_____________________________________________________________________
_____________________________________________________________________
_____________________________________________________________________

PRIMARY TOPIC AREA (SELECT ONE)
Which primary topic area best describes the focus of your proposed session? (Select only one)

Association Management (AMS, CRM)          Project Management
Automation Tools                             Mobile Technology
Artificial Intelligence & Machine Learning    Security & Risk Management
Collaboration Tools                          Website Analytics
Data Integration/Systems                     Website Design/Strategy/Development
IT Infrastructure                            
IT Strategy & Management                     

SECONDARY TOPIC AREA (SELECT ONE)
Which primary topic area best describes the focus of your proposed session? (Select only one)

Association Management (AMS, CRM)          Project Management
Automation Tools
Artificial Intelligence & Machine Learning
Collaboration Tools
Data Integration/Systems
IT Infrastructure
IT Strategy & Management

TARGETED AUDIENCE

TARGET ORGANIZATION SIZE:  (SELECT ONE)

☐ Small (1-9 staff)
☐ Mid-size (10-49)
☐ Large (50+)
☐ Any size

TARGET ORGANIZATION TYPE:  (SELECT ONE)

While we know that people from many backgrounds may gain value from your proposed session, consider the primary audience that will most benefit.

☐ AMC (Association Management Company)
☐ Association Foundation
☐ Professional Association
☐ Trade Association

TARGET POSITION LEVEL:  (SELECT ONE)

☐ Association CEO/Executive Director
☐ C-Level, Executive Team, VP
☐ Director
☐ Manager
☐ Employee (non-manager)
☐ Any
### Bloom's Taxonomy of Educational Objectives (1956): Cognitive Skills

#### Foundational

**Knowledge Level:** The successful student will recognize or recall learned information.

<table>
<thead>
<tr>
<th>Action</th>
<th>Knowledge</th>
<th>Comprehension</th>
</tr>
</thead>
<tbody>
<tr>
<td>list</td>
<td>record</td>
<td>underline</td>
</tr>
<tr>
<td>state</td>
<td>define</td>
<td>arrange</td>
</tr>
<tr>
<td>name</td>
<td>relate</td>
<td>describe</td>
</tr>
<tr>
<td>tell</td>
<td>recall</td>
<td>memorize</td>
</tr>
<tr>
<td>recall</td>
<td>repeat</td>
<td>recognize</td>
</tr>
<tr>
<td>label</td>
<td>select</td>
<td>reproduce</td>
</tr>
</tbody>
</table>

**Comprehension Level:** The successful student will restate or interpret information in their own words.

<table>
<thead>
<tr>
<th>Action</th>
<th>Comprehension</th>
</tr>
</thead>
<tbody>
<tr>
<td>explain</td>
<td>describe</td>
</tr>
<tr>
<td>translate</td>
<td>express</td>
</tr>
<tr>
<td>identify</td>
<td>classify</td>
</tr>
<tr>
<td>restate</td>
<td>locate</td>
</tr>
<tr>
<td>discuss</td>
<td>review</td>
</tr>
<tr>
<td>tell</td>
<td>critique</td>
</tr>
<tr>
<td>reference</td>
<td>interpret</td>
</tr>
</tbody>
</table>

#### Applied

**Application Level:** The successful student will use or apply the learned information.

<table>
<thead>
<tr>
<th>Application</th>
<th>Applied</th>
</tr>
</thead>
<tbody>
<tr>
<td>apply</td>
<td>sketch</td>
</tr>
<tr>
<td>use</td>
<td>solve</td>
</tr>
<tr>
<td>practice</td>
<td>construct</td>
</tr>
<tr>
<td>demonstrate</td>
<td>conduct</td>
</tr>
<tr>
<td>complete</td>
<td>dramatize</td>
</tr>
</tbody>
</table>

**Analysis Level:** The successful student will examine the learned information critically.

<table>
<thead>
<tr>
<th>Analysis</th>
<th>Analysis</th>
</tr>
</thead>
<tbody>
<tr>
<td>analyze</td>
<td>inspect</td>
</tr>
<tr>
<td>distinguish</td>
<td>categorize</td>
</tr>
<tr>
<td>differentiate</td>
<td>catalogue</td>
</tr>
<tr>
<td>appraise</td>
<td>quantify</td>
</tr>
<tr>
<td>experiment</td>
<td>relate</td>
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<tr>
<td>calculate</td>
<td>measure</td>
</tr>
<tr>
<td>experiment</td>
<td>measure</td>
</tr>
</tbody>
</table>

#### Strategic

**Synthesis Level:** The successful student will create new models using the learned information.

<table>
<thead>
<tr>
<th>Synthesis</th>
<th>Strategic</th>
</tr>
</thead>
<tbody>
<tr>
<td>develop</td>
<td>revise</td>
</tr>
<tr>
<td>plan</td>
<td>formulate</td>
</tr>
<tr>
<td>build</td>
<td>propose</td>
</tr>
<tr>
<td>create</td>
<td>establish</td>
</tr>
<tr>
<td>design</td>
<td>integrate</td>
</tr>
<tr>
<td>organize</td>
<td>modify</td>
</tr>
</tbody>
</table>

**Evaluation Level:** The successful student will assess or judge the value of learned information.

<table>
<thead>
<tr>
<th>Evaluation</th>
<th>Evaluation</th>
</tr>
</thead>
<tbody>
<tr>
<td>review</td>
<td>appraise</td>
</tr>
<tr>
<td>justify</td>
<td>argue</td>
</tr>
<tr>
<td>assess</td>
<td>rate</td>
</tr>
<tr>
<td>defend</td>
<td>score</td>
</tr>
<tr>
<td>report on</td>
<td>select</td>
</tr>
<tr>
<td>investigate</td>
<td>measure</td>
</tr>
</tbody>
</table>