Data Analytics Symposium Call for Speakers Checklist

- **Choose a title that summarizes the main idea of your presentation simply and with style – and be sure to capitalize your title properly.**
    - Example: This is a Properly Formatted Abstract Title

- **Limit your abstract to less than 150 words.**

- **Write your abstract in THE third person.**
    - Example: "Presenters will cover XYZ and ABC…" instead of "We will discuss…"
    - Refer to "attendees" instead of "you" within the description (example: In this session, attendees will learn to…)

- **If you are using acronyms, please use them in the title and then spell them out only on the first usage in your abstract.**
    - Example: Title – Collaborating with Dos—Development Officers (Dos) can be your best advocates….

- **Write your abstract with the typical attendee in mind – make sure your writing style is compelling, but not too sales-y, and informed, yet not too academic**

- **Be sure to proofread your abstract and do your best to ensure it meets AP style guidelines.**
    - Please visit: http://owl.english.purdue.edu/owl/resource/735/02/ to review AP style guidelines.

- **Complete the submission checklist on the next page to fully prepare your abstract and all materials before submitting.**

- **Review the sample submission located on the last page of this document for an example of a thorough abstract and overall submission.**

Please direct all submission questions to speakers@aprahome.org

☐	I know which **track** my submission best fits. *Start-up or Enterprise.* I have selected the **Body of Knowledge Competencies** that best align with my session so attendees can easily search for sessions by domain and competencies. If my session touches on more than three primary competencies, I will list them on my abstract form. *Please visit www.aprahome.org/bok for additional information on the Body of Knowledge Competencies. These will also be listed in your submission form*
☐	I have created a **session title** that is 75 characters or less and includes ideas from the abstract submission tips above. *To allow for full titles to show on the Prospect Development mobile app, APRA has limited the session title to 75 characters*
☐	I have decided on my **session type**. *Session types include:* ***Case Study session: 30 minutes*** ***Breakout sessions: 60 minutes***
☐	I have decided on my **session format.** *Traditional lecture: 30, 60 or 90 minutes lecture-style presentation* *Roundtable: Group discussion among participants* *Step-by- Step: Pragmatic sessions that provide a series of steps to a solution* *Learning Story: Organizational and personal stories of success, failure, and lesson lessons learned* *Let's talk about it: High energy group discussions or panels, facilitated by one or more leaders or subject matter experts*
☐	I know who the **primary speaker and co-speakers** (if applicable) are and have confirmed they have an Apra account. *To add additional speakers, select the "edit" Button next to the presenter role. Next, find the speaker's website profile by finding the "*speaker submission" group under the "select Organization" dropdown menu (this should be the first organization listed). You will then be able to find the speaker by their last name and click "Ok" button to save. If you speaker is not in the "Speaker Submission" group, please create a Guest Member account on his or her behalf. Once the guest account has been created, you will be able to select the speaker's profile under "Speaker Submission".*
☐	I have composed **2-3 learning objectives** that explain what attendees will take away from the session. Examples of desired learning objective format are located in the sample submission below and in the submission form.
☐	I have identified any **pre-requisite** that will be required or assumed for my audience. *Does your presentation assume familiarity with methods, technology, or software?*

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