



Speaker Proposal Outline

Please note: proposals are due ten (10) days prior to the meeting at which you would like to present.

MEETING/TOPIC INFORMATION	
Desired Meeting Date	
Session Title	
Session Description <i>Summarize the course in 100 words or less. Please write in third-person and use complete sentences.</i>	
PRESENTER INFORMATION	
Name	
Company/Organization	
Job Title	
Email	
ISSA Member Number	
Brief Biography <i>100 words or less. Please write in third-person and use complete sentences.</i>	
Which level of audience is your presentation designed to address (please mark the appropriate response with an "X")?	
<input type="checkbox"/> Entry Level (new to the industry) <input type="checkbox"/> Intermediate (mid-career professional) <input type="checkbox"/> Advanced (experienced industry veteran)	
What is the focus of your presentation (please mark the appropriate response(s) with an "X")?	
<input type="checkbox"/> Forward looking - addressing future trends	

<input type="checkbox"/> Practical/actionable advice for immediate implementation <input type="checkbox"/> Business and management <input type="checkbox"/> Technical details <input type="checkbox"/> Provides specific content appropriate for federal government employees and contractors <input type="checkbox"/> Appropriate for an international audience	
What are the three key points attendees will learn from your session?	
Please provide link to supporting information such as a blog, article and/or recording of past presentation	
Please provide any additional details that would be helpful to the Content Committee (please include if an ISSA Chapter or Committee has asked you to submit a proposal)	

By submitting this proposal you confirm your understanding of the following:

- You have obtained the necessary permissions to present the information included in the proposal.
- Some session proposals will be posted on-line for an open vote on preferred presentation.
- All presentations must be educational in nature and may not promote any company, product or service.
- Presentations will be recorded and made available after the event.
- Presentation slides are due five (5) days prior to the meeting.

Please send this information as an attachment to issa-dv-board@issa-dv.org. Please title the attachment with the speaker's last name_first name ISSA-DV Conference Speaker (for panels or multiple speakers sessions please save under title of the presentation versus speakers names) for example: "smith_john_ ISSA-DV Conference Speaker.doc."

Thank you for your willingness to lend your experience and expertise to the ISSA-DV Conference. If you have questions please contact the Program Chair at program_chair@issa-dv.org.