

# FNCE® 2021 | Developing Your Proposal

The following are the key elements of your session proposal. You may download our [2021 Proposal Form](#) to compile this information before entering it into the submission site.

**Title:** In ten (10) words or less, provide a brief, creative, accurate description of the session content and theme.

**Track:** Select the most appropriate track for your session.

**CPE Level:** Identify the [CPE Level](#). The review process favors advanced-level (Level 2 or 3) submissions.

- Level 1: Basic, requires no prior knowledge/experience
- Level 2: Intermediate, requires some prior knowledge/experience
- Level 3: Advanced, require an expert level of knowledge/expertise

**Session Format:** See our [Session Format guide](#) for details.

**Description:** Provide a two- to three-sentence focus statement explaining the session content and rationale for the presentation to conference attendees. Academy staff may use and/or modify this statement in promotional materials that describe the session, so it should be reflective of the Learning Objectives.

**Dietetic Practice Group(DPG)/Member Interest Group (MIG) Spotlight:** The Committee will accept one Spotlight session submission from each DPG and MIG. See our [DPG Spotlight Session guide](#) for details. DPG and MIG members are encouraged to submit proposals apart from the Spotlight process.

**Scheduling and Webinar Eligibility:** Please contact your speakers in advance to determine their availability for all dates of the conference, as times/dates cannot be guaranteed in advance. Determine if they wish to be considered for a Lifelong Learning Webinar Series presentation if the session is declined.

**Performance Indicators:** Select the three most appropriate [Performance Indicators](#) for your session.

**Learning Objectives:** Provide three learning objectives describing the outcomes resulting from the presentation. See sidebar for more information.

**Speaker/Moderator Information:** Follow the instructions on the submission site to add your Speakers and Moderator to your session profile.

**Speaker Bio:** Add a biographical sketch for each speaker, highlighting accomplishments, publications, research, work experience, and presentations or experience relevant to the proposal topic within the last two years. Also include current contact information for each speaker, as well as a resume or CV. Video or audio samples of relevant live presentations by the speaker(s) are encouraged.

**Speaker Outline:** Briefly describe each speaker’s presentation: key points, teaching methods, parallels to the session’s learning objectives, and any unique audiovisual or equipment requirements. Highlight new and/or significant contributions, and/or cutting-edge information to the profession. A separate outline for each speaker, with individualized talking points, is required.

### Learning Objective Tips

A learning objective should complete the following statement with an observable and measurable verb: **“After this presentation, the attendee should be able to...”**

#### Consider...

list, describe,  
define, explain,  
demonstrate,  
identify, conduct

#### Instead of...

know, learn,  
grasp, enhance,  
understand,  
improve

## Additional Tips

- Be sure to proofread your proposal thoroughly in advance of submission. Check for typos and grammar or usage errors.
- Read and review the benefits associated with each role with your Speakers and Moderator before submitting your proposal.
- All financial arrangements and negotiations are managed by the Academy’s Lifelong Learning staff.