

# FNCE® 2022 | Developing Your Proposal

The following are the key elements of your session proposal. You may download our [2022 Proposal Form](#) to compile this information before entering it into the submission site.

**Title:** In ten (10) words or less, provide a creative title that accurately describes the session content.

**Track:** Select the most appropriate track(s) 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.

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

**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...”***

<u>Consider...</u>	<u>Instead of...</u>
list, describe, define, explain, demonstrate, identify, conduct	know, learn, grasp, enhance, understand, improve

**Supporting Evidence/References:** Provide 1-3 recent, relevant references for established or emerging science topics. For experiential topics, provide a description of what outcomes will be presented and the source (i.e., unpublished quality improvement project at work place).

**Performance Indicators:** Select the three most appropriate Performance Indicators for your session.

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

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

**Speaker Outline:** Briefly describe each speaker’s presentation: key points, teaching methods, parallels to the session’s learning objectives. 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.

**Speaker Bio:** Add a brief (up to 200 words) 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.

**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.

## 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.