**Call for Session Proposals**

**2013 Annual Conference // Nov 13th**

This year, we are doing something new for the parallel panel sessions at the 5th Annual Conference (to be held on November 13th at Bell Harbor Conference Center in Seattle, WA): We are inviting Global Washington members to propose session topics and panelists! (Proposals from non-members will not be accepted.) All proposals must be received by August 30th, 2013 via email to admin@globalwa.org.

**Proposal Guidelines**

* ***Topic & Format***
	+ Sessions should focus on a central topic, provide new learning for all participants, and promote candid dialogue among speakers and audience.
	+ Topics should address current issues or controversies. Unconventional or provocative topics are encouraged. Propose a session that you and your colleagues would not want to miss!
	+ See past panel descriptions for examples: <http://j.mp/gw2012ag>; <http://j.mp/gw2011ag>; <http://j.mp/gw2010rr>.
	+ Sessions should not become a platform for speakers to directly tout their own work or that of their organizations. Of course, speakers can and should refer to their own experiences, but doing so should be in service of the session topic. (For those who want to present their work, please apply to the Fast Pitch session: <http://j.mp/gw2013fp>)
	+ We encourage sticking to a panel format, unless there is a strong reason to deviate. In assessing proposals, we will consider the likely success of the format, as well as the content and speakers.
	+ The session will be 75-90 minutes in length, to be determined as the rest of the conference schedule crystallizes. (Expect that 10 minutes of that will be lost as participants travel between sessions.)
* ***Speakers & Moderators***
	+ Sessions should plan for exactly three or four speakers, plus one moderator.
	+ Please confirm the potential availability of all speakers whom you propose. Final decisions about sessions will be announced by mid-September.
	+ Speakers and moderators should have expertise or meaningful connection to the session topic.
	+ Speakers should be informed that they should not directly tout their own work or that of their organizations, except in service of the session topic.
	+ Ideally, the speakers will represent a diverse group in terms of gender, cultural background, organizational affiliation, and relationship to the session topic. Specifically…
		- There should be no more than one speaker per organization per session.
		- Try to avoid speakers who have spoken at previous conferences: (Past programs: <http://j.mp/gw2012ag>; <http://j.mp/gw2011ag>; and <http://j.mp/gw2010rr>.)
		- Speakers with differences in opinion about the topic are encouraged.
	+ Global Washington is willing to help find a moderator for your session. If you don’t have someone in mind, please leave that space blank.
	+ Global Washington cannot provide hotel accommodations or travel expenses for speakers.

Complete the attached Session Proposal Worksheet, and submit it via email to admin@globalwa.org by August 2nd, 2013. Please direct any questions to bookda@globalwa.org. Thank you!

**Session Proposal Worksheet**

**Name of Primary Contact:**

**Organizational Affiliation (must be a Global WA member):**

**Email:**

**Phone Number:**

**Proposed Session Title (make it catchy!):**

**Session Description, 100-200 words, as it might appear in the conference program:**

**If it’s not clear from the Session Description, why should we have this session?**

(continued on next page…)

**What format will this session take? (If other than a panel, describe how it would be run.)**

**Proposed Speakers (3 or 4), with affiliations, e-mails, and very brief rationale for their inclusion. Please make sure to verify that they are willing and available on Nov. 13th.**

**Proposed Moderator. Please make sure to verify that they are willing and available on Nov. 13th. Leave blank if you would like Global WA to identify an appropriate moderator.**

**Alternate Speakers, just in case any of the speakers above don’t work out. Do NOT reach out to them to verify availability, since we hope not to have to call on them. Please include affiliation and e-mail, if possible.**

Thank you! We will announce confirmed session by mid-September.