



AdNet 2019 Call for Sessions

The theme of the AdNet 2019 Conference is embracing change in the world of community foundations. Our goal is to examine how innovation, sharing, and other techniques are affecting change within community foundations. And in a broader sense, examine what the future of philanthropy will look like. We seek session proposals that address this theme and speak to the range of attendee experiences with a balance of professional development, inspiration, new ideas and ways of thinking, and educational benefit. AdNet represents a wide variety of community foundations from across the country and we are committed to diversity and inclusion. Therefore, we encourage proposal writers to use the conference session as an opportunity to include new voices and offer diverse viewpoints.

Looking for inspiration for submissions? Please [click here](#) to see session topics the AdNet Conference Committee has in mind for this year's conference.

In filling out the call for sessions proposal, there is information for each question [available here](#) and in the General Notes section below. We also encourage you to read the [Session Proposal FAQ](#). It explains the review process and offers information and guidance on what the reviewers and the Conference Committee consider in the proposal process. If you have difficulty with the online submission process, please contact us at info@adnetcgf.org.

Because of the information necessary to complete the form, we strongly recommend that you [download a copy of the form](#) so that you may review and prepare to fill out the online submission. All proposals must be submitted online.

The call for sessions deadline is Monday, October 15, 2018 at 5:00 pm ET.

GENERAL NOTES

- When asking speakers to participate, it is important to be aware if they are part of other proposals. If your session is not viable without a particular speaker, please note that in your submission. DESCRIPTION on page 2.
- Call for session deadline is Monday, October 15, 2018 at 5:00 pm ET.



PAGE ONE: SESSION INFORMATION > SESSION CONTACT, TITLE, SESSION TYPE

1. Contact Information. Anyone may propose a session. Questions and notifications about the proposed session are sent to the session contact during the review process. If the session is accepted, the committee will work directly with the session contact.
2. Session title. The more direct / explanatory your title, the better. For example, "Strategies for implementing sustainability into your organization" is better than "Corporate Sustainability." All titles must be 10 words or less.

PAGE TWO: ABOUT THE SESSION > DESCRIPTION, ABSTRACT, REQUIREMENTS

1. Programming Categories. The Conference Committee will look at the categories each session will address and will use this information to develop a program with the best mix of sessions. The categories you check will help the Conference Committee in composing the final program.
2. Description (350 words max). The reviewers of your proposed session will base their evaluation on the 350-word session description. The description is your chance to give the reviewers detailed information about the topic, the speakers, and why the session is important to include in the program. Attendees see the description,
3. Abstract (150 words max). The abstract is 150 words that will appear in the conference program and online, if your presentation is accepted. The main audience for this shorter summary is the conference attendees who are trying to decide between multiple events on the program. If your session is accepted you will have the opportunity to adjust the abstract before the final program is printed.
4. Other Requirements. This section allows you to list any other requests or requirements for your session. For each request it is important that you indicate whether the session is viable without this request.
5. Special AV Requests. All session rooms are equipped with a head table and microphone, screen, projector, laptop and wireless internet. Any additional requests for av must be made here.

PAGE FOUR: SPEAKER INFORMATION

1. Please enter the number of proposed speakers/panelists for the session. The form will populate fields for each of the proposed speakers and you will need to enter information for each speaker.



2. For each speaker, please complete.
 - a. Speaker Name
 - b. Speaker Title
 - c. Speaker Organization
 - d. Speaker Email
3. Any Additional Information you may want to include. This may include special scheduling requests as well as any other information you feel may be important for the committee to consider.

SUBMITTING YOUR PROPOSAL

There is no print option on the proposal form, so we strongly suggest that you use the print screen function and print the individual pages of your submission, or fill out the submission form ([download here](#)) and copy it to the online form.

You will receive an automatic confirmation that your submission was received. If additional information is needed, you will receive an additional notification from the Conference Committee within a few days of your submission regarding what information is needed.

WHAT HAPPENS NEXT

All session submissions are peer-reviewed by the Conference Committee.

Conference Committee reviewers comment on the overall quality of the proposal and considers these things:

- Is the topic timely? Does it reflect current discussions in the field?
- Is there new information being presented?
- Is there an effort to bring in new voices on the subject?
- How broad an audience does this topic speak to?
- Has the topic been discussed already or been repeated frequently?
- Is there a speaker outlined that is crucial to the success of the panel?
- If a single presenter, does the proposal outline a clear perspective?
- If a panel presentation, is a balanced point of view presented or are there other areas to be considered?



After the reviewers have completed their reviews based on the criteria outlined, the AdNet Committee then begins their joint review of all sessions. The committee will also finalize any streams of programming that were proposed or that emerged during the proposal process.

Once the committee has finalized the selections, the proposal contacts will be notified if the session has been accepted or not. At that time, you will be asked to confirm that the speaker(s) are still committed to presenting at AdNet 2019.

Once confirmed, the AdNet conference management team, ARB Meetings, will work directly with you through the rest of the process, including working with you on deadlines, final abstracts, and scheduling.

SESSION PROPOSAL TIMELINE

After you submit your proposal online you will be automatically sent a receipt letter. If your submission is incomplete or if there are questions about your submission, you will be contacted within a few days indicating that either the proposal is complete or additional information is needed.

The committee plans to make final decisions about session proposals by the beginning of November and will notify you then of the outcome.

PROPOSAL DEADLINE: MONDAY, OCTOBER 15, 2018 at 5:00 pm ET.