



2019 AdNet Call for Session Proposals FAQ

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.

PROPOSAL DEADLINE IS MONDAY, OCTOBER 15, 2018.

THE PROPOSAL

What makes for a good session topic?

Be focused – but not too focused. For example, do not select a topic that is so broad and general that the session doesn't seem insightful. On the other hand, do not select a topic that is so specific that there isn't a broad audience for it. Try to avoid the extremes.

What makes for a good proposal?

Usually the more specific a proposal is, the better. Clarity of your goals in the description and abstract as well as specific speakers and topics indicates that a lot of thought and planning have gone into the proposal – two of the biggest keys to a successful session.

What will reviewers look for in the proposal?

Conference Committee reviewers comment on the overall quality of the proposal and are also asked to consider the following:

- 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

What makes for a good title?

The more direct / explanatory you can make your title, the better. For example, "Strategies for implementing sustainability into your organization" is a lot better than "Corporate Sustainability." And remember, all titles must be 10 words or less.

Do I need to have speakers confirmed when I submit my panel idea?

Yes, you do need to have commitments from your speakers before submitting your proposal. The reviewers are considering the speakers you've outlined during their review. And please note: Speakers may only present at the conference twice. If your presentation includes speakers that are essential to the presentation, please make a note in your description.

How long is each panel/programming session?

All sessions slots are 75-minutes.

What is the difference between a DESCRIPTION and an ABSTRACT?

Your proposal includes two different summaries of your presentation – a DESCRIPTION and an ABSTRACT. The reviewers of your proposal will be basing their evaluation on the 350-word session description. The primary audience is the Conference Committee. 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 won't see the description.

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 my idea is selected, does AdNet pay for my registration, travel, and lodging?

AdNet does not provide travel, lodging or other financial compensation for proposal writers, speakers, or panelists.



What equipment can speakers expect to have at their sessions?

All session rooms are equipped with a head table and microphone, screen, projector, laptop and wireless internet.

How many people are expected to attend AdNet?

We are expecting between 175 and 200 people to attend AdNet 2019.

Are correct spelling, grammar and punctuation important?

Absolutely. You should take time to proof your entry before hitting the submit button.

THE PROPOSAL SELECTION PROCESS

Who will be reviewing session proposals?

All proposals will be peer reviewed by the AdNet Conference Committee.

Do the categories I check matter?

Absolutely they do. The categories you check will help the AdNet Conference Committee in balancing the final program.

What do the Conference Committee reviewers consider?

Peer reviewers comment on the overall quality of the proposal and consider 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?



What happens after the AdNet Conference Committee Review?

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.

How are sessions scheduled?

The Conference Committee makes every effort to schedule sessions so that they don't overlap for similar audiences. That said, sometimes the scheduling needs of speakers means moving sessions around to fit and overlaps happen. If you have specific scheduling needs, please include them in the description of your session. This includes other potential sessions you know about that you do not want to overlap with yours.

SESSION PROPOSAL TIMELINE

Do I receive any kind of receipt letter when I submit a session?

After you submit your proposal online you will automatically be 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 incomplete or additional information is needed.

When will I learn about the status of my proposal?

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



TIME COMMITMENT

If my proposal is selected, what kind of preparation work will I need to devote to my panel or presentation?

Generally, the more pre-event preparation you devote to your session, the better the session will be. Pre-event preparation means communicating with other speakers before the event to clarify the focus and structure of the session.

If my session proposal is accepted, how much work does this require?

The best panels and presentations are the ones where the organizer devotes time to organizing their session and discussions with their speakers.