



SESSION PROPOSAL TEMPLATE
FPA Retreat 2013 Conference
May 4-6, 2013

Westin Mission Hills Resort and Spa – Palm Springs, CA

Thank you for your interest in becoming a presenter for the FPA Retreat 2013 Conference. The information requested in the following form is necessary to ensure the FPA Retreat 2013 Task Force has the appropriate information when reviewing the proposals for selection.

Please note, once you begin entering your data online, you must complete the entire entry. Partial entries will not be accepted. NOTE: The system does not allow you to save your entry as you go. If you are submitting multiple sessions for consideration, you will need to complete one form per topic.

Submission deadline: October 5, 2012.

Questions regarding your entry should be directed to FPA Member Services at Info@FPAnet.org

IMPORTANT REMINDER: Submissions will only be accepted when submitted via the online session proposal form. This template is for reference only.

1. Session Title (please limit to 10 words):

2. Indicate the Session Format and Presenter Information by selecting one of the following options: *(Note: only 2 people max. permitted for facilitating presentations)*

- a. **PRESENTATION** involves an expert speaker who provides information on the topic in a lecture format, which may or may not include a question and answer period at the end.

Presenter Contact Information (Required)

First Name: _____

Last Name: _____

Professional Designations: _____

**Please list all designations (i.e.: CFP®, CPA, LLM, PhD)*

Title: _____

Organization: _____

Email: _____

Phone: _____

- a. Please describe any past presentation experience, either with FPA or another organization, and any feedback you may have received.

- b. Do you have a video? Please share any multimedia presentations you have that will help us see your presentation style:

Co-Presenter Contact Information (Required, if applicable)

First Name: _____

Last Name: _____

Professional Designations: _____

**Please list all designations (i.e.: CFP®, CPA, LLM, PhD)*

Title: _____

Organization: _____

Email: _____

Phone: _____

- d. **PANEL DISCUSSION** involves 15-minute presentations per panelist (who are experts on the topic) followed by a question and answer period. A moderator introduces the topic acts as timekeeper, and manages the question and answer period.

Suggested Moderator and Panelists (4 max. in total):

Note: FPA reserves the right to alter panel representation

3. Session Length:

Indicate the amount of time needed to present this topic:

- 60 minutes 75 minutes 90 minutes

4. Session Description

Provide a **150-word maximum** paragraph succinctly describing the educational content of the session; it should clearly explain how attendees will benefit from the information. This information will be used by the selection committee during the proposal review process.

5. **Learner Outcomes:** *Please list up to three specific learner outcomes that participants can expect as a result of the presentation.*

1.	
2.	
3.	

6. **Target Audience:** *To whom is this session directed? Explain how this session will meet the needs of the audience(s) you've specified.*

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