Kelley School of Business Sophomore Professional Conference
Proposal Submission Form
Submission Deadline: November 1, 2013

Criteria for Sophomore Professional Conference Presentations

Proposals for presentations will be assessed on the following criteria:

- Fit with goals of conference
- Originality
- Relevance to overall conference theme and to one or more of the sub-themes
- Appropriate use of interactive teaching strategies and useful resources
- Overall value for student audience

1. **Check the strand with which your presentation best aligns:**
   - ☐ Career Preparation
   - ☐ Academic Success
   - ☐ Personal and Professional Development
   - ☐ Team Membership and Leadership

2. **Check the session format most appropriate for your proposed session:**
   - ☐ Traditional Presentation (40 minutes)
   - ☐ Lunch Roundtable Discussion (60 minutes)
   - ☐ Expo Table (60 minutes)

   Rooms for all presentations except roundtable discussions and poster sessions are equipped with a PC laptop (with Office Suite loaded), LCD projector, and screen. No audio-visual equipment or electricity is available for roundtable discussions and posters. All meeting rooms are equipped with wireless Internet access. You may use your own laptop or tablet for roundtable discussions and poster sessions.

3. **Session Title**

4. **Summary**

   Please limit your summary to 40 words. This summary will be printed in the conference program if your proposed session is selected. This summary is your "marketing pitch." Use clear and engaging language that will draw participants to your session. (SPC Conference Planning Committee may edit your summary for length or clarity.)

5. Description

Please limit your description to 250 words. Reviewers use this description to evaluate your proposed session compared to the criteria described above. Use this description to elaborate on your 40-word summary by:

- o *Describing how you will deliver information and why yours will be a dynamic, high quality, and engaging session*
- o *Demonstrating how your topic aligns with the conference theme and sub-themes*
- o *Explaining how your work informs business students about proven practices, pushes the leading edge of the profession, and motivates the pursuit of excellence*

This description is your opportunity to convince reviewers that your proposal should be selected for conference program.

6. Presenter Guidelines

The overall quality and spirit of the conference depends on our presenters. By submitting a proposal for the Sophomore Professional Conference, we ask that you agree to:

- o Complete pre-conference planning for your presentation, including consulting with co-presenters (if any), preparing high-quality visuals and handouts, and rehearsing your presentation so that it is interactive and flows, keeping the audience engaged. (Please don't read from notes or PowerPoint slides.)
- o Arrive early for your session so that you are ready before the audience shows up.
- o Be respectful of your audience and the next presenter by ending on time and stepping out of the room to continue conversations past your end time.
- o Give us at least 72 hours notice in writing at ksengage@indiana.edu if there is an emergency and you can't present. We do not want to leave your audience waiting.
- o Leave time for questions at the end of your session and include your contact information if someone wants to follow up with you.

☐ I have read and will comply with the Sophomore Professional Conference presenter guidelines.

7. Presenter(s)

List the names of all presenter(s) for your session.