**Proposal Cover Sheet Instructions**

*On a separate piece of paper, please provide all of the information outlined below for your chosen presentation format.*

**Workshops / Individual Presentations / Structured Discussions / Posters**:

 Title of Proposed Program (12 word limit)

 **Each** Presenter’s information, identify the primary presenter **(include only those attending the conference)**

 Name

 Title & Degree

 Preferred Pronouns

 Affiliation

 Mailing Address

 Telephone (home) & (work)

 Email address

**Symposium \*:**

 Title for Symposium (12 word limit)

 Title of ***each*** Presentation (12 word limit) with Presenter information (include only those attending the conference)

 Title of presentation

 Name

 Title & Degree

 Preferred Pronouns

 Affiliation

 Mailing Address

 Telephone (home) & (work)

 Email address

**\*Please Note: Symposium proposals require the following:**

* A 500-word summary for the entire symposium and a 50 word program abstract is required as part of your proposal.
* Each symposium presenter must provide a separate 500 word summary/proposal. Please see general submission requirements.

**Provide information for Chair and/or Discussant:**

 Name

 Title & Degree

 Affiliation

 Preferred Pronouns

 Mailing Address Identify one or both: Chair Discussant

 Telephone (home) & (work)

 Email

**FOR ALL PROPOSALS / PRESENTERS:**

* **Only the primary presenter will be notified of the proposal’s acceptance/non-acceptance.**
* **Failure to include the above required information means that your submission will not be in the program.**

**REGISTRATION:** **All presenters are required to register and pay to attend the conference**

**no later than September 14, 2020.**

**Please complete and return with your proposal cover sheet(s) and proposal**.

**AWARENESS OF DIVERSITY CHALLENGE:** Please tell us how you heard about Diversity Challenge:

\_\_\_\_ ISPRC Mailing \_\_\_\_ Listserv (please state which listserv): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_ Attended last Challenge \_\_\_\_ Word of Mouth

**\_\_\_\_** Social Media

\_\_\_\_ Other (explain):

**PLEASE VERIFY:**

 \_\_\_\_ Neither I nor any co-presenters are under sanction by a licensing/certifying body in any state.

(Please explain if this is not the case).

\_\_\_\_ I have permission from my employer/institution to submit the present application.

 \_\_\_\_ Permission to submit this application is not required by my employer/institution.

**PROGRAM FORMAT:** \_\_\_\_ Workshop \_\_\_\_ Symposium or Panel \_\_\_\_ Poster

 \_\_\_\_ Individual Presentation \_\_\_\_ Structured Discussion

**FORMAT CHANGE:**

If your program is not accepted in your requested format, will you accept an invitation to present in a different format?

\_\_\_\_Yes \_\_\_\_ No

**AUDIOTAPING or VIDEOTAPING:**

If your session is selected for audio taping or videotaping, do we have your permission to tape?\_\_\_\_Yes \_\_\_\_ No

**ATTENDANCE RESTRICTIONS:**

\_\_\_\_ None \_\_\_\_ Maximum #\_\_\_\_\_\_ \_\_\_\_ Minimum #\_\_\_\_\_\_

\_\_\_\_ Other (explain): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**SCHEDULING CONFLICTS:** Please note that several sessions are scheduled concurrently. If you or any of your co-presenters are submitting more than one proposal, please provide title(s) so that we can avoid conflicts in scheduling.

**SPECIAL REQUIREMENTS:** Please describe any special requirement, restrictions on scheduling (by day and hour), or other information not included above.