



**National Employment Network Association  
Annual National Training Conference  
September 12-14, 2022**

## **Proposal Submission and Review Process**

NENA welcomes presentation proposals for the 2022 conference linked to our conference threads.

**Conference threads:** (please select one per workshop proposal and indicate target audience knowledge level as basic, intermediate, or advanced)

- Marketing
- Operations
- Service Delivery
- Work Incentives
- Professional Development

**Overall Review Criteria:** (Reviewers will rate each proposal using a 1-5 scale)

- How well does the presentation fit with the conference threads?
- What is the overall quality of the presentation proposal?
- How engaging is the presentation likely to be, based on the proposal?
- How well does the presentation proposal deliver or result in positive/result-oriented outcomes supported by past experience and or proven results?
- How well suited is the proposed presentation for the presentation format chosen by the presenter?
- What is the experience level of the presenter related to the proposed topic?

### **How do I apply to lead a session?**

- Please review the format below and follow the instructions.
- Proposals must be received by **May 20, 2022** to be considered.

**To learn more and to submit your proposal, visit:**

<https://nenaticket.org/rfp/>

We will accept online submissions only.

*NOTE: Only three (3) proposals per lead presenter will be considered.*

### **Who will review and select proposals?**

Select members of the Annual Training Conference Committee will review the submissions. Proposals will be reviewed by a minimum of three reviewers following the uniform review criteria set above. Reviewed proposals will receive a



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final round of review from the committee co-chairs. This careful process aims to ensure quality and an overall balance of views in the Annual Training Conference presentations.

**Submission Information:**

You are asked to provide the following information:

- Choice of session tracks
- 10-word title
- 40-word summary (which will be used in the program if accepted)
- 250-word detailed description of the presentation (including presentation format and outline of what will be covered)
- 2-4 presentation objectives
- Bio and headshot

It is highly recommended that you also prepare and save this information in a Word document before entering it into the online system. Once you've submitted your proposal, you won't be able to go back and edit any of the information. If your presentation is accepted and scheduled, you'll be provided with an opportunity to make edits to the final description.

**Submission Deadline:**

Friday, May 20, 2022 at 5:00 pm PST/8:00 pm EST

**Notification:**

Notification of acceptance/rejection will be emailed to the lead presenter no later than June 3, 2022. If accepted, notices will include the session's schedule day, time and room. You must confirm your conference participation by registering for the conference no later than July 15, 2022. If you have not registered for the conference by July 15<sup>th</sup>, your presentation may be subject to removal and the next closest ranked presentation put into its place.

**Additional Presenters:**

Once your proposal is accepted, as the Primary Presenter, you will be responsible for confirming participation and obtaining the required information from each additional speaker. An information sheet will be sent to you to help with collecting this information.

If the required information is not received, it may result in your exclusion from the conference program.



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**Registration:**

All presenters and additional presenters, unless notified otherwise, are required to register and pay published conference fees. Daily rates for presenters will be offered.