



## **Proposal Submission and Review Process**

NENA welcomes presentation proposals for the 2023 conference. Proposals must be aligned with one of the below conference tracks.

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

- Advocacy
- Employment Services
- Marketing
- Operations
- Work Incentives

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

- How well does the presentation fit with the conference tracks?
- 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 **Friday, April 14, 2023**, to be considered.

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

<https://nenatickJune30et.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 in 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, April 14, 2023 at 5:00 pm PST/8:00 pm EST

**Notification:**

Notification of acceptance/rejection will be emailed to the lead presenter no later than May 5, 2023. You must confirm your conference participation by registering for the conference no later than June 30, 2023. If you have not registered for the conference by June 30<sup>th</sup>, your presentation may be subject to removal and the next closest ranked presentation put into its place.

**Additional Presenters:**

If you have additional presenters, be sure to include each presenter's information in your submission. Once your proposal is accepted, as the Primary Presenter, you will be responsible for confirming participation of additional presenters.

**Registration:**

All presenters and additional presenters, unless notified otherwise, are required to register and pay published conference fees.