

# SESSION PROPOSAL APPLICATION INSTRUCTIONS AND TIPS

## **Overview and General Tips**

As was noted on the [Call for Presenters](#) page, submitting an application to present a conference session at the GPA Annual Conference is a competitive process. Each year, GPA receives more applications than there are sessions at the conference. In addition, it is very common to receive multiple session proposals focused on the same, or similar, topics, such as budgeting, how to become a consultant or logic models.

Therefore, the successful applicant will spend time to compile a complete, persuasive session application. Vague or very brief responses to application prompts are one of the most common reasons for an application to score poorly in the review process.

Please note that incomplete applications will be discarded and not reviewed. This includes applications that do not provide the required three references and accurate contact information. All references are checked and this is considered to be an essential part of the review process.

You must create a login for the online system that is used to allow you to login and review your application, submit more than one application, and to save and continue your application at a later time.

Upon completion of the application, you will receive an email with submitted information.

These sessions are not to be used to prompt a product or service. If you are interested in a vendor session, please visit the [Sponsor/Exhibitor page](#) of the GPA website.

## **Step-By-Step Instructions**

### **Application Information**

This section is the basic information needed in order to contact you regarding your session proposal. Please make sure the information is accurate and current.

- Applicant Information
  - This is the basic information for the applicant that is saved in the system.
- Additional Contacts for this Application
  - Anyone else you should receive the information regarding this submission.

### **Session Information**

In this section, you must provide as much information and detail about your proposed session and its content as possible in the space allowed. It is very common for session proposals to receive a low score from the Committee because the session description sounds underdeveloped.

- Presentation Title: Be descriptive and catchy. Limited to 100 characters, including spaces.
- Brief Description: If your session is selected for the conference, this description will be used to entice conference attendees into wanting to attend your session. It will appear in conference promotional materials.

- Full Description: A full description of what your session will offer. Make sure to include which GPC Competencies your session addresses (the competencies are listed in question 10 or can be found on the GPCI website at [grantcredential.org](http://grantcredential.org)). This description, also, MUST include your learning objectives and explain the benefits of the workshop content to grant professionals.
- Length of Session: All sessions are 1¼ hours long. If you feel like you need a half-day session (2½ hours) please indicate why.
- Format: Let us know how you plan to structure the workshop and what your learners will be doing. Describe the session format (panel, presentation, hands-on learning, etc). Include what your learners will be doing as well as what tools they will gain that they can take home.
- Room Set: Indicate how you would prefer the room to be set. This is not guaranteed but will help with planning.
- Skill Level: Please indicate the level of the session and why.
- Learning Objectives: List your learning objectives for the session. These should correlate with those indicated in your full description.
- GPC Competencies: Indicate the GPC Competencies your session addresses. These will be listed along with your description in all conference documents
- Learning Tracks: Indicate the Learning Track that best suits your session.
- Presenter Information: Let us know how many presenters will be part of your session. Then complete the presenter information for each individual. IF you have presented at a previous GPA conference, we ask that you give us the year and Title of the presentation so we may check your evaluations. If you have NOT presented we require three professional references and full contact information. ALL references are contacted.

### **Submit**

Once you click the submit button your application will be submitted for review. You will receive a confirmation email that will have a link from where you can print or save your application. You can also print or save your information within the system also.