

Women Writing the West Conference 2017 Break-out Session Proposal Form

*All presenters must register for the conference.
If presenters are not pre-registered, accepted sessions may be eliminated from conference schedule.
Only one proposal submission per session.
All sessions are one hour in length.*

Presenter Name/Names: *(Please list all presenters, with main contact first—all correspondence will occur with that person.)*

This is a Solo-Presenter session **This is a Panel session (more than one person)**
Note: WWW will compensate presenters as follows: \$50 for solo presenters, \$25 per panelist. Compensation shall not be stacked (one \$50 or \$25 reimbursement per presenter).

Email address of main contact:

Are all presenters members of WWW? yes no

Has this workshop been presented before? yes no **When/where?**

Presenter(s) speaking experience: First-time Presenter Experienced (include details)

Need for Moderator: Request a moderator to introduce presenter(s) and monitor time
 Presenter or panel member will introduce self/others and moderate own session time

Audio/Visual Equipment Needs: *(Be aware that WWW must pay for all A/V equipment usage so please do not request if handouts will suffice. Data projectors will not be available in all rooms. Presenters needing laptops will be expected to bring their own, PC compatible. Apple users should bring conversion connections.)*

Flip Chart Overhead Projector Data Projector (for PowerPoint presentations)

Format of Proposed Session: *(Most sessions will take place in this format. If you have an idea that falls outside of this format that you would like to propose, we welcome your ideas and will consider.)*

Lecture with specific focus, some attendee interaction

Workshop style with specific focus or instruction and hands-on assignments during session

Panel style with multiple presenters sharing information on common theme

Session Title (not to exceed 10 words):

Teaser (1-2 sentences for possible use in brochure/program listing):

Session Abstract *(The abstract should accurately reflect session content and must not exceed 50 words, nor include presenters' names or publications.)*

Session Description: *(The session description should provide the holistic sense of the content of the session. Please include detailed descriptions of what participants can expect to experience and what they will take away from the session. The description must not exceed 300 words.)*

Presenter Bio: *(Include for each presenter, for use in conference program and on website. Please limit to one paragraph of approximately 50 words per presenter.)*

If you are proposing more than one workshop, indicate which workshop you prefer to provide

Photo: If your proposal is selected, you will be asked to submit a 300dpi head shot for the conference proposal and website within one week of being notified of your selection.

Special Note: If you have a business that is related to your workshop, please DO NOT use your workshop as a vehicle for advertising your business. You may mention your business at the beginning to establish your expertise. At the end, you may invite those with further interest to contact you. PLEASE no other mention or solicitation.

Submit form via attachment no later than March 24, 2017 to Conference Co-Chair Jan Cleere at Jan@JanCleere.com.

Mailed forms must be postmarked no later than March 24, 2017. Mail completed forms to:
Jan Cleere
P.O. Box 68902
Oro Valley, AZ 85737

Proposal submissions will be reviewed by the WWW 23rd Conference Committee and decisions made based on how well session ideas highlight the theme of "Set in the West: Cultures Old & New," appropriateness of topic for the field of writing, and overall content of the whole of conference offerings. Presenters will receive notification of the status of their submission by April 14, 2017.

We look forward to your submissions!