**ESP National Conference Presentation Proposal
Drafting Document**

*This document is offered as a preparation document for submitting your conference presentation proposal. DO NOT SUBMIT this document. If you desire, you may use this document to prepare your application. You can then cut and paste your answers from this document into the proper input fields in the online application.*

The following are all questions that will appear in the online submission form

Name:

Is this proposal for a (1) concurrent session, (2) research presentation, (3) poster, (4) ignite session?

If your proposal for a concurrent session or research session is not selected, would you be willing to present this topic as a poster session? Yes or No

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Your contact information:
Job Title
University
Email
Phone Number
Chapter

Are you (1) an active ESP Member having paid your dues for the last two years or (2) a new ESP Member this year? If you do not meet either of these requirements you are not eligible to submit a proposal.

Enter a short bio for yourself. This will be used in marketing and/or introductions if selected. (100-word limit).

If you have additional presenters you will have the opportunity to enter the following information for each additional presenter: (1) name, (2) email address, (3) ESP member or non-member. (Limited to three additional presenters. At least 50% of total presenters including yourself must be ESP members.)

One field will be available to enter a short bio for all additional presenters if applicable.

One field will be available to enter other contributors that are not part of your presentation team.

**\*\*\*\*\*\*\*\*\*Questions about your presentation\*\*\*\*\*\*\*\*\*\*\*\*\*\***

Presentation Title:

Enter an abstract describing your proposed presentation. (300-word limit)

Enter a summary of your proposal. This will be used in promotion if selected. (50-word limit)

The submission site will also ask about any past presentations with ESP and if this presentation is associated with an ESP committee or affinity group.

Good luck, contact the National ESP Office at espnational.org or 470.347.0394 if you have any questions.