Conference Presenter/Workshop Proposal Review

During the selection process the Conference Presenter/Workshop Team considers the following 11 points as a guide. We strongly recommend that you ensure your submission satisfies these points.

1. Is the topic innovative and highly relevant?

2. Does the submission capture the interest of potential conference/workshop attendees?

3. Is the submission well written in terms of language, grammar, etc.?

4. Does the submission engage conference participants by telling them what the workshop is about and why they should attend?

5. Does the presentation/workshop title describe the subject being presented? Is it catchy?

6. If presenting research findings, does the abstract say how the research was/is being undertaken?

7. Does the submission indicate the value of the material to be presented for participants and to whom in particular it will be of use?

8. Is the proposed format of the workshop clear? Does the proposed format appear appropriate and practical for the timeframe, venue, etc.?

9. Are the speaker's/speakers' skills profiled to attract participants?

10. Does the abstract conform to the word limit of 25 words and the description to 200 words?

11. OPTIONAL: Does the submission relate the focus of the workshop to the theme of the conference ("Adult Ed is the KEY in 2023")?