

Prepare to Share.

Your Quick Guide to Submitting a Governance Conference Workshop Proposal

GREAT PRESENTATIONS...



Know the Audience. Tailor the content so participants feel seen and heard by using personalized examples and language.



Focus on Relevance. Make sure the topic of the proposal is timely, innovative, and practical.



Engage Learners. Use interactive techniques and activities that engage participants as active learners.



Tell a Story. Illustrate the impact the topic has made on your school and professional practice.

TIPS WHEN SUBMITTING YOUR PROPOSAL

Use a Title that Catches Attention

Example: "Practical Strategies to Create Board Agendas that Maximize Time and Spark Discussion."

Create a Concise, Yet Inviting, Session Description

Write a short description that clearly details the main learning objectives that will be covered during the session. Use language that is inviting and creates a sense of interest.

STEP 1: PICK YOUR FORMAT

INTERACTIVE WORKSHOP

75-minute dynamic workshop that includes hands-on interaction, discussion, creation of resources or other "take-aways" for participants around a relevant topic for governance leaders.

SCHOOL SUCCESS CASE STUDY

75-minute structured process that shares their journey of facing a challenge or obstacle and their process of overcoming it in order to achieve success.

STEP 2: PICK YOUR TOPIC

Interactive Workshops and Problems of Practice should align to one of the following topic areas:

- Optimizing Board Operations
- Sustaining Strategic Thinking
- Long-term Facilities Planning
- Capital Campaigns - Financial Sustainability

STEP 3: COMPLETE PROPOSAL

Ready to submit your proposal? Visit [amisa.us/govconproposal](https://www.amisa.us/govconproposal) and complete the online form.