2019 USITT Call for Proposal Guidelines

We are now accepting session proposals from theatre professionals, practitioners and educators for the 2019 Annual Conference & Stage Expo in Louisville, KY. March 20 – 23, 2019. Please take a moment and read the guidelines and coordinate all your information before submitting. You may submit up to 2 proposals. If you need assistance, with submitting your proposal please contact Christine Troscher at Christine@usitt.org.

To submit a proposal online, log into to the USITT Show site and chose

Submit a Proposal
https://s15.a2zinc.net/clients/USITT/USITT2019/Public/callforpapers.aspx?ID=541&sortMenu=109000
If you do not already have an account please use the link to create a new account on the page.

Instructions: For complete instructions, please copy-paste this link into your browser:
http://www.usitt.org/assets/1/6/2019_USITT_Submit_a_Proposal_Instructions.pdf or contact
christine@usitt.org.

Proposal Design:

USITT will not select proposals which are attempting to promote a product or issue. Presenters are asked not to sell, recruit, or market their organization or services during workshops. If you would like to participate in formal advertising, exhibiting or recruiting please contact Ron Procopio at 800-938-7488 x 107.

USITT Seeks Proposals That:

* Contain leading-edge information / theory / innovative practices
* Emphasize education and training
* Are "how to" and hands-on
* Focus on skill-building
* Provide professional development
* Provide information not easily accessible to your target audience
* Offer strategies for growing educational and non-profit organizations
* Offer strategies for using teaching, business, and design technologies

Target Audience and Skill Level:

Since the conference offers events and programming for all Professional levels it is advisable to know and define your Target Audience(s) and the workshop's skill level.

Target Audience:

* Art Administrators, Advocates
* College/University Students
* College/University Teachers, Instructors
* High School Teachers, Instructors
* Early Career
* Professionals

Skill Level:

* All – Introduction and exploration of concept
* Entry Level – Building on basic skills and developing competency
* Intermediate – Fine tuning for experienced with concept
* Advanced - Offer new approaches to professionally experienced

Submission Guidelines: *All proposals must be submitted online.*

1. Don't wait until submission deadlines. If you propose a topic that is already well represented by other experts, it cannot be considered.

2. Be prepared with the following information:

   • Presenter name, work affiliation, position title, address, email and phone number contacts that provide direct contact with presenter.
   • If there is more than one presenter, identify ALL persons and provide the above requested information.
   • Full title of your program
   • 3 to 4 learning objectives
   • A full description supporting your proposal for the conference program, website and promotional opportunities.
   • A 50-75-word bio for the lead presenter and photo for website publicity.

3. If you are requesting others to participate in your presentation or panel, confirm their participation first. Please limit the number of presenters to four with a fifth as the Chair.

4. PLEASE NOTE: All presenters of approved programs are required to register and pay as an "Individual" for the conference**.**

Review and Notification Process:

If you do not receive electronic notification that your proposal has been received, please contact the USITT National Office. After the proposal review process is complete, e-mail notifications will be sent to accepted proposals no later than **August 1, 2018.**

Registration:

All presenters, presiders and program participants are responsible for their convention registration fees, travel, and lodging expenses. USITT does not provide honoraria for session presenters at the conference. Special consideration may be made for Non-Member Presenters (NMP's) who can add expert material from their field.

Cancellations:

Please note that if you are accepted into the program and you cannot attend, you must notify Christine Troscher Christine@usitt.org. of cancellation 2 weeks prior to the event. Failure to not show or provide prior notification may result in a 2-year suspension from presenting at USITT related events.

Workshop Scheduling:

We coordinate scheduling of each program and are careful to avoid conflicts. The more information you can give us regarding your content, room set-up, and expected attendance, the less chance you'll be competing for the same target audience.

Sessions will be scheduled beginning Wednesday, March 20th, 2019 through Saturday, March 23rd, 2019.

We strive to achieve a balance of programming for all attendees.

For assistance with submitting your proposal, please contact Christine Troscher or Karen Greenfield via email at Christine@usitt.org, Karen.Greenfield@usitt.org.

2019 USITT Submit a Proposal Instructions

We would like to begin creating the schedule for conference sessions at the 59th annual USITT Conference and Stage Expo in Louisville, KY. March 20 – 23 2019.

If you have a topic you'd like to present in 2019 please follow the instructions below.

The deadline to submit your proposal is June 15, 2018.

Guidelines: We'd like to suggest that you first read our guidelines before submitting a proposal. For complete guidelines please read the **2019 USITT Call for Proposal Guidelines**

Click here to sign in and submit your proposal. If you do not already have an account please use the link to create a new account on the page. https://s15.a2zinc.net/clients/USITT/USITT2019/Public/speakers.aspx

* If you have an account but have forgotten your password please use the "retrieve your password" function.

Creating an account: *This is an individual and personal account for each presenter. This is different than your USITT website log in information.*

Submitting a Proposal:

1) After signing in, click on the ***Submit a Proposal*** link at the top of the page. Instructions will then guide you step by step through the process but are also detailed here.

2) Enter your ***Proposal Title*** and click *next*.

3) Your next step is to ***Add Presenter(s).*** There are three ways you can add presenters. Please follow options 1: (add yourself as a presenter), 2: (search and add a presenter who has presented previously at USITT) and/or 3: (add a **new** presenter) until you have completed this field. Click Save when complete.
   Note: Name, title, email and presenter type are required. You may have to edit an existing contact if any of the required fields are blank. The Presenter Status column will be checked when complete. Please be prepared to add detailed biographical and contact information for all your **new presenters at the time of submittal.*

4) Proceed to the drop down questions pertaining to session details. After computer and format, choose the **Track** of the Commission you would like to consider your proposal.
   Note: If you are an EXHIBITOR please choose the Exhibitor Track during this step and no other. Our individual commissions will be able to review your submission and will be in contact if they are interested in a collaborative effort. We will add all **Exhibitor Sessions on a first come first serve basis and as space and time allows.*
   Note: If you are **NOT an **EXHIBITOR** and are not involved with a specific Commission, you are receiving these instructions because you expressed interest to the National Office about the submission process. If this is correct, you must choose the **USITT MEETINGS & SPECIAL EVENTS Track.** Your submission will be reviewed, approved and added on a first come first serve basis and as space and time allows.*

5) The four drop down questions are followed by three required fields where you will provide a

description, learning objectives and your sessions technical requirements.

   Note: These fields have character limits but please provide us with as much information as possible at this time.

6) The last step required of the submitter is to read and check the USITT 2019 Terms and Conditions (T&C's).
   Note: By checking this box you are acknowledging the responsibility that you and your fellow presenters will follow and be held to the conditions as defined in the USITT Speaker Release.

7) You can then save your proposal from the **Save as Draft** button or complete the submission process by clicking **Save and Proceed.**
   Note: You can return and edit your submission ONLY while it has been saved as a draft and the status at the top of the page displays In-Progress. You can return and continue at any time before the deadline on June 30, 2018 but note that your proposal will not be reviewed until you've finished editing and clicked Save and Proceed.

8) When you have clicked **Save and Proceed** your proposal details will open on the next page where you have the option to print or start a new proposal. You may submit up to 2 proposals.

9) A confirmation of your successful submission will also be delivered in an email entitled: **Proposal Submitted Successfully** from Conference Manager, christine@usitt.org.

Thank you for your interest and support of USITT. We look forward to another successful year in 2019! See you there!

If you have any questions please do not hesitate to contact:
Christine Troscher christine@usitt.org
Director of Education and Training USITT
National Office
or
Karen Greenfield Karen.Greenfield@usitt.org
Education and Training Coordinator USITT
National Office