**Content Outline and Speaker Demographics**The completion of both sections is required to successfully submit the proposal.

If either the content outline or speaker demographics are not included, the proposal will be considered “incomplete” and will not be submitted for review.

If you have any questions, please contact [pd@gbta.org](mailto:pd@gbta.org).

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**Content Outline**

Provide an outline below to demonstrate the flow of the presentation and to provide a broad overview on what the reviewers can expect the content of the presentation will cover.

The topic overviews should align with the learning objectives to demonstrate what attendees will take away from the session.

**\*Insert Content Outline Below\***

***(Outline Example)***

1. Introduction
   1. Session Objectives
   2. Engagement Activities (ex: live polling, Q&A, etc)
2. Topic Overview
3. Session Outline

**Speaker Demographics**This section is to give the reviewers an idea of who will be presenting the content and their qualifications to speak to the topic.

*Please note: If your proposal is accepted, you will be able to add/remove/or modify any speakers during the session development process.*

*No more than 4 speakers per session (ex: 1 moderator and 3 panelists).*

**DO NOT INCLUDE ANY IDENTIFYING INFORMATION, SUCH AS INDIVIDUALS’ NAMES AND COMPANIES.**

**Speaker #1**

* Speaking Role
  + Please Select (Click for Dropdown Menu)
* Industry Role
  + Please Select (Click for Dropdown Menu)
  + Other, please describe:
* Career Level
  + Please Select (Click for Dropdown Menu)
  + Other, please describe:
* Other Speaker Details **(NO NAMES OR COMPANIES)**
  + Examples:
    - Scope of Work, such as, Global, Local, Organizational Role
    - Travel Program Information (Buyers)

**Speaker #2, if applicable**

* Speaking Role
  + Please Select (Click for Dropdown Menu)
* Industry Role
  + Please Select (Click for Dropdown Menu)
  + Other, please describe:
* Career Level
  + Please Select (Click for Dropdown Menu)
  + Other, please describe:
* Other Speaker Details **(NO NAMES OR COMPANIES)**
  + Examples:
    - Scope of Work, such as, Global, Local, Organizational Role
    - Travel Program Information (Buyers)

**Speaker #3, if applicable**

* Speaking Role
  + Please Select (Click for Dropdown Menu)
* Industry Role
  + Please Select (Click for Dropdown Menu)
  + Other, please describe:
* Career Level
  + Please Select (Click for Dropdown Menu)
  + Other, please describe:
* Other Speaker Details **(NO NAMES OR COMPANIES)**
  + Examples:
    - Scope of Work, such as, Global, Local, Organizational Role
    - Travel Program Information (Buyers)

**Speaker #4, if applicable**

* Speaking Role
  + Please Select (Click for Dropdown Menu)
* Industry Role
  + Please Select (Click for Dropdown Menu)
  + Other, please describe:
* Career Level
  + Please Select (Click for Dropdown Menu)
  + Other, please describe:
* Other Speaker Details **(NO NAMES OR COMPANIES)**
  + Examples:
    - Scope of Work, such as, Global, Local, Organizational Role
    - Travel Program Information (Buyers)