**Proposal Submission Worksheet**All information from this worksheet will need to be transferred into the corresponding fields in the submission portal.

[**Submission Portal Link**](http://www.cvent.com/c/abstracts/9972786b-985e-4b24-9152-cecb70cbebd1)

Submitting this worksheet alone will not be accepted as a completed proposal to be considered for the 2023 program.

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

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**Step 1:   
Submitter Information**

The submitter will be the designated main point-of-contact through the proposal process, including receiving notices of proposal status. Please ensure all contact information below is accurate as to not delay any communications.

* Name:
* Email:
* Title:
* Company:
* Phone Number:

**Confirmed Speakers (OPTIONAL)**

If you have any speakers confirmed, please provide their information below. No more than 4 speakers per session (ex: 1 moderator and 3 panelists).

If you DO NOT have any speakers confirmed at this time, you may skip this section. **Please DO NOT add any “TBD” or unconfirmed information to these fields.**

Speaker names will not be shared with the reviewers and will not affect the overall score of your proposal. Omitting this section will not affect the overall score of your proposal.

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

**Speaker #1 (if applicable):**

* Full Name:
* Title and Company:

**Speaker #2 (if applicable):**

* Full Name:
* Title and Company:

**Speaker #3 (if applicable):**

* Full Name:
* Title and Company:

**Speaker #4 (if applicable):**

* Full Name:
* Title and Company:

**Step 2: Session Information**

* **Session Title:**
  + This is your first chance to convince attendees that attending your session will be worthwhile. With this in mind, focus on crafting a succinct, action-focused title that appeals to what your session offers attendees.
* **Presentation Type:** *All sessions will be 45-minutes.*
  + **Expert Lecture:** Presentation by a SINGLE expert in the field who will share conceptual or methodological innovations through a lecture followed by audience Q&A.
  + **Panel Presentation:** A moderator typically starts with a short presentation on a specific topic to provide an overview, followed by an organized discussion with up to 3 panelists to offer a variety of perspectives. Audience polling and/or Q&A should be incorporated.
  + **Workshop:** Teach a specific skill and include one or more hands-on exercises that let attendees practice using this skill with limited PPT slides and high audience engagement and participation.
  + **Interactive:** Discussion to set the stage, but heavily relies on audience engagement and participation to guide the greater discussion through live polling, Q&A, or other engagement methods.
  + **Debate:** Presenting opposing views on a topic starting with a moderator stating a position, and each team/panelist has a fixed amount of time to present arguments. Consider audience engagement to support opposing points of views.
* **Topic:**

*Note: You may only select ONE topic area per proposal.*

* + Accommodations (includes transient, long-term housing and home sharing)
  + Career and Personal Development (includes leadership, sales, health and wellness)
  + Data Analytics & Distribution
  + Human Resources & Stakeholder Management (includes communication, policy, DEI initiatives)
  + Meetings & Events
  + Payment Solutions
  + Procurement & Sourcing (includes cost control)
  + Risk Management/Duty of Care
  + Sustainability
  + Technology/Innovation (includes AI and machine learning)
  + Transportation & Mobility (includes air, ground and rail transportation)
* **Session Description (max 2500 characters):**
  + Describe in detail who should attend, what content you will cover, and what attendees will take away from your session
  + *Tip:* Session titles and descriptions are the two primary pieces of information that attendees use to decide which sessions they are interested in going to, so make sure to design those two elements carefully with capturing the attendees’ attention in mind.
* **Learning Levels:**
  + **Fundamental:** Content is focused on the essential aspects of business travel as a foundation of knowledge and learning to grow upon.
  + **Applied/Operational:** Content is designed for participants who have a foundation of knowledge of the designated topic area, providing guidance on its practical use.
  + **Strategic:** Content that is designed to advance organizational (or executive) strategic initiatives and drive business related outcomes.
* **Session Learning Objectives (max 100 characters):**
  + What will attendees learn from this session? What will attendees be able to do or change because of attending your session? Start each learning outcome with an action verb.
  + Include three (3) takeaways

**Additional Information:**

* **Are you interested in submitting this proposal to also be considered for the 2023 EMEA Conference (Dates TBA, Hamburg, Germany)?**
  + Yes
  + No
* **Are you interested in submitting this proposal to also be considered for the 2023 Canada Conference (May 15-17, Metro Toronto Convention Center)?**
  + Yes
  + No
* **Is this a committee submission?** 
  + Yes
    - If so, which committee(s)?
  + No
* **Are you submitting on behalf of a chapter or partner?**
  + Yes
    - If so, which chapter or partner?
  + No

**Step 3: Content Outline and Speaker Demographics (Required)**

* + [**Download Template**](https://www.gbta.org/wp-content/uploads/Content-Outline-Template-2.docx)
* **Submission Agreement Statements:**
  + I verify that my submitted proposal does not include any identifying information such as company names or logos, speaker(s) name, title, company, contact information, or any other details that may compromise the double-blinded review process.
  + I understand the Peer Review Council may consider my proposal for a different program type or format than what I submitted or combine my program with another presenter. ***(Note: GBTA will contact you for discussion and consideration prior to finalizing any programming)***
  + I understand all speakers are responsible for their own travel & expenses and are required to pay for registration to attend Convention, if my proposal is selected.
  + I confirm all information submitted is accurate and will contact GBTA should any information need to change.