



# Sample Submission Form

To assist you with the submission process, we have outlined the steps that you'll go through to complete an Abstract Proposal. We also have some FAQs at the end of this document related to the submittal form.

**Page 1. Author/Speaker Information.**

The following information is required for this page:

**Author Role:**

- Speaker
- Moderator

**First Name:** \_\_\_\_\_ **Last Name:** \_\_\_\_\_

**Badge Name:** \_\_\_\_\_ **Title:** \_\_\_\_\_

**Email:** \_\_\_\_\_ **Cell Phone:** \_\_\_\_\_

**Company Name:** \_\_\_\_\_

**Biography (300-words max)**

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**Qualifications on Subject (100-words max)**

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**Past conferences where this information has been presented**

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## Page 2. Abstract Information

The following information is required for this page:

### Track or Focus Area (choose 1)

- Entering the Federal Marketplace
- Regulations, Rules, and the Government Framework
- Marketing and Business Development
- Advanced Business and Procurement Strategies

### Session Title of Presentation (7-words max)

A catchy, compelling session title, no more than 7 words.

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### Presentation Description (200-400 words)

This is a succinct summary of your presentation. It should provide enough information for the program committee to understand what you plan to present.

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### Session Description for Program (50-words max)

We are looking for 50 words that concisely highlights your session. It needs to be informative, but also engaging so that participants understand expectations and are enticed to attend. Start with an active, exciting sentence.

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### 4 Burning Questions (4 required)

What are the Four Burning Questions that your session answers for participants? Such as “How do I really get my foot in the door if I’ve never done federal work?” “What’s the secret to a capabilities statement that stands out?”

#1: \_\_\_\_\_

#2: \_\_\_\_\_

#3: \_\_\_\_\_

#4: \_\_\_\_\_

**Who is the intended audience? (Choose 1)**

- Government
- Industry
- Government and Industry

**For what level of expertise is your presentation targeted? (Choose 1)**

- Start Up
- Mid-Level
- Advanced

**Additional Comments**

Do Not include names of panelists or other speakers here. Use this space to elaborate on specific presentation points and/or how the presentation will flow.

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**I am submitting to speak in the following manner (Check all that apply)**

If you are presenting with another presenter or panel you must include the names and add bios etc. at the **completion of your abstract**. You will be able to add co-presenters at the end of your submission. If you fail to complete this step the abstract will not be complete and the review committee may not rate it as highly.

- Sole Presenter of session
- Present with one other speaker on same topic
- Panel of three or more
- Moderator
- Facilitator

**Moderator for Your Session**

The role of the moderator is to help ensure that the session runs smoothly. The moderator initiates contact with speakers prior to conference, to discuss details pertinent to the session. At the conference, the moderator helps to ensure the room is properly equipped, that it is comfortable.

- Yes, please provide moderator
- No, I have a moderator
- No, I will find a moderator

## Re-Broadcast your Session

Are you willing to allow a re-broadcast of your session?

For example, if a SAME post would like to show your session as a post event, are you willing to allow re-broadcast of your session's recording?

- Yes
- No

### Page 3. Review Information

You can add additional Presenters on this page (Reference the CFP FAQs). You MUST click on the SUBMIT button at the bottom of the page to Save/Submit your Abstract (Reference the CFP FAQs).