



**MBA CSEA**  
2017 Global Conference  
June 27 – 30 • San Francisco, CA

*Building Bridges*  
to Connect and Inspire

## Proposal Submission Checklist

- ✓ Presentation Title (100 characters/15 words max)
- ✓ Presenter Information (for all presenters)
  - Contact information
  - Member type
  - Organization name
  - Job title
  - Bio (250 words or less)
  - Qualifications (250 words or less)
  - Previous presentation links and speaking experience (if applicable)
  - Twitter handle (if applicable)
- ✓ Intended audience (select up to three):
  - Employers
  - Employer relations
  - Career counseling/coaching
  - Working professionals
  - Operations
  - International
  - Specialized Masters
  - Advanced Practitioner
  - New Practitioner
  - ALL
- ✓ Summary session description (150 words max)
- ✓ Learning objective(s) (150 words max)
- ✓ Audio/Visual and room set-up requests. Select from:
  - Lavalier microphone
  - Podium microphone
  - LCD screen and projector (please provide a laptop computer)
  - Table for panelists
  - Flip charts
  - Other
  - If using a laptop, will you be using a MAC or PC (please note that we are unable to supply laptops)