

**American Bar Association
Section of Dispute Resolution
13th Annual Spring Conference
April 13-16, 2011 Sheraton Downtown
Denver, Colorado**

Session Proposal Submission Outline

Proposals must be submitted through the online submission system at
<http://aba.omnicms.com/aba/abasdr11/collection.cgi>

This document is provided as an informational guide to help you assemble your proposal information prior to going online. **Submission deadline is August 30, 2010.**

To submit your proposal online you will need:

1. **Presentation Title.** Tip: Make it catchy! There will be several sessions running concurrently. You want yours to stand out on the schedule.
2. **Each Presenter's Name and Contact Information.** Provide each presenter's name, email address, organization, city, state, and phone. Do not list presenters without their consent.
3. **Program Description – No More Than 200 Words.** The program description should capture the essence of your presentation and address the learning objectives for the participant (e.g., "After attending this session participants will be able to....").
4. **Special Notes to the Conference Committee.** Use this space to communicate special needs or plans. Information provided in this block will not appear in the program description. This area is provided strictly for communicating special information to the Conference Committee, including special program formats. Note: The Spring Conference Sessions are awarded CLE credit by the states as "Live/In Person" programs. Therefore all presenters must be appear in person and not through other avenues such as via phone, videoconference, or internet.
5. **Session Outline.** Indicate how the 75 minutes will be allocated (e.g., 5 minutes for introductions; 10 minutes for each panelist presentation; 25 minutes group exercises; 10 minute video; 10 minute wrap-up/Q&A).
6. **Diversity Statement.** Sessions that reflect a commitment to diversity are favored. Use this space to tell the Conference Committee how your session supports the Section's commitment to diversity.
7. **Proposed Track.** Select your Proposed Track from the drop down menu.
8. **Skill Level.** Select Beginner, Intermediate, or Advanced.
9. **Presentation Format.** Select Panel or Facilitated Discussion.
10. **Session Materials.** List the session materials you will provide to attendees.

Once you submit your proposal:

Once you submit your proposal you may go back and edit it up until the closing date of August 30. To return to your proposal you will need your password, which is automatically generated and provided to you on your Submission Receipt as well as via an email.

Notifications about program acceptance will begin on October 15, 2010, via email to the Session Organizer.

The Spring Conference Committee looks forward to your exciting program ideas!