Proposal Guidelines

PTK will accept proposal submissions in the following proposal formats.

**Formats**

**Traditional Forum (30 minutes)** – A minimum of one presenter and a maximum of four presenters will provide in-depth practical instruction to enhance knowledge, capabilities and critical skills. Education Forums should include three components: a presentation, a collaborative activity and a group discussion (Q&A).

Proposals must clearly state what participants will learn by attending this session by speaking to knowledge, skills and attitude. Knowledge is defined as what the attendee will learn. Skills are defined as what the attendee will be able to do as a result of attending the presentation. And attitude refers to the outlook or perspective the attendee will have on the topic/subject area as a result of attending the session.

**Educational Forum Tracks**

Proposals must be linked to one interest area.

- Advisor Education
- Leadership Development
- Soft Skills
- Transfer Readiness
- Workforce Readiness

**Proposal Title**

Title should be succinct, catchy and clearly convey the topic of the presentation.

**Proposal Summary**

Proposal description should be two or three sentences that are hard-hitting and succinctly describe what the forum will be about. This description can be no more than 50 words.

**Technology**

All rooms will be set-up with an LCD projector, computer and screen.