The questions you will be asked in the online survey proposal form are:

**Session title (8 word maximum):**

**Session description:** Write a description of your session as it could appear in the conference program (150 word maximum). Please provide detail about the knowledge, skills, tools or strategies participants will gain by attending your session.

**What content will be covered?** Provide three learning objectives participants will walk away with after attending this session.

Each session must include one or more ways to engage the attendees in their learning. How will you engage attendees?

- Quizzes or polls: "Please raise your hand if your organization..." or "Please use this phone app to indicate your response..." or "Please place a sticky dot to indicate your response..."
- Neighbor conversations: "Turn to your neighbor to discuss this idea."
- Group discussion: "Our panel will talk for 15 minutes. And then, we want to hear from all of you gathered here today."
- Individual reflection: "Now please take 3 minutes to write your own idea for how you could implement this concept in your own organization."
- Small group activities/questions: "In groups of 3 or 4, please do this brief activity or answer these questions."

**How would you categorize the content area of your session?** (Select all that apply.)

- Marketing & Communications
- Program & Service Delivery
- Leadership
- Equity & Justice
- Fundraising
- Policy & Advocacy
- Mentorship
- Change Management
What level of prior knowledge is required for success in your session? The conference seeks all levels of learning although most accepted sessions will focus on advanced or intermediate levels.

- **Advanced Prior Knowledge**: Attendees should have advanced knowledge of the subject area before arriving (this means presenters will not define all words; will not include basic information on the subject; and will answer basic questions after the end of the session)

- **Intermediate Prior Knowledge**: Attendees should have intermediate knowledge of the subject area before arriving (this means the presenters will define words, as requested, but will generally assume that attendees understand most concepts presented)

- **General Prior Knowledge**: Attendees will not need significant prior knowledge of the subject area; this level would be good for beginners and anyone interested in the topic

**Session length**: What is your preferred length of session? 60 minutes or 75 minutes (MCN staff and planning committee members will take your preference into consideration.)

**How familiar are you presenting on Zoom?**

**Have you ever presented at a conference or convening before?**

**Contact information for main contact person**: Please include the full contact information for the session presenter who will be MCN's main contact during the planning process. This must be one of the session presenters. First name, Last name, Title (if applicable), Organization or company (if applicable), Email address, City, State, Phone number

**Co-presenter information (Optional)**: If you will have one or two co-presenters, please include their information below. (Please note that in addition to the main presenter, up to two co-presenters may be admitted to the conference with free registration.

**Background information**: If there's anything else you'd like us to know about you, please feel free to share it here. Maybe this is your first conference (welcome!). Maybe you've presented with MCN before. Whatever you'd like to share we're here for it.