



UTA Program Proposal Submission

Thank you for your interest in presenting an education session for the United Trustees Association's 33rd Annual Conference! Please take a few moments to complete the following questions and information regarding your session proposal. Once we have received the completed form, our Education Committee will review the information and contact you if the content and suggested session(s) is applicable to our membership and accepted for the Annual Conference, held November 17-18.

In addition, attendees of the Annual Meeting will expect the session title and description to match what is actually presented in the session. Please be sure to think ahead on the actual topics you will be speaking on so that your information is consistent with what you deliver.

As you develop your session, please consider the following:

1. You must meet the deadline (September 15th) for providing your materials for the printed UTA Conference Binder.
2. Attendees expect the session title and description to exactly match what is actually covered in the education session. When submitting your proposal be sure that your ideas are flushed out fully enough so that 8-10 months later when Annual Meeting is upon us, what you promised is what you deliver.
3. Attendees are looking to you as the content leader for the solutions. If much of the education session is designed to be spent in dialogue and brainstorming where the majority of the information is actually coming from the participants peers in the room, please indicate that in your session proposal so we may market it properly.
4. Similarly, if there is no attendee interaction and the session is an opportunity to learn from an experienced panel for instance, please indicate that as well.
5. Attendees truly know when speakers are not prepared. If you are intending to work with several people to make your session come together be sure you all have the time to commit to working together in advance of the program and meeting all speaker deadlines.