# SWE SPEAKING PROPOSAL

Please email this completed form to [learning@swe.org](mailto:learning@swe.org) for review and approval.

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| SECTION 1: SPEAKER INFORMATION |

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| **Speaker Name, Credentials, Title**  Click or tap here to enter text. | **Organization**  Click or tap here to enter text. |
| **Mobile #**Click or tap here to enter text. | **Website Link** Click or tap here to enter text. |
| **Event time & date preferred #1**  Click or tap here to enter text. | **Event time & date preferred #2**  Click or tap to enter a date. |
| **# of proposed events** 1 2 3 4 | **Proposed speaker cost** Click or tap here to enter text. |
| **Short speaker bio** (less than 150 words)  Click or tap here to enter text. | |

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| SECTION 2: PROPOSED TITLE, DESCRIPTION, AND LEARNING OUTCOMES | | | | | | |
| **PROPOSED TITLE:**  Titles should capture interest and illustrate the benefit of attending.  Click or tap here to enter text. | | | | | | |
| **EXECUTIVE SUMMARY:** Abrief description of the event/program. Click or tap here to enter text. | | | | | | |
| **LEARNING OUTCOMES:** Describe what the participant will be able to do or do better as a result of his or her participation. **By the end of the session, participants should be able to …** | | | | | | |
| **Learning Outcome (1):** | Click or tap here to enter text. | | | | | |
| **Learning Outcome (2):** | Click or tap here to enter text. | | | | | |
| **Learning Outcome (3):** | Click or tap here to enter text. | | | | | |
| SECTION 3: DESIGN & CONTENT OUTLINE - describe the content to be addressed, when, and how it meets the learning outcomes. | | | | | | |
| Click or tap here to enter text. | | | | | | |
| SECTION 4: TARGET AUDIENCE **-** Select the most appropriate target audience based on an assumption about the learners’ level of knowledge, skill, ability, attitude and/or experience level. | | | | | | |
| Collegians & Graduate Students | | Early Career | Mid-Career | Senior Leaders & Executives | Retired | |
| SECTION 5: LENGTH OF TIME | | | | | | |
| 30 min. 30-45 min. 60 min. w/ 10-15 min. Q&A 60+ min. Other | | | | | |
| SECTION 6: CONTENT DELIVERY METHODS OPTIONS - Select your preferred contentdelivery method keeping in mind SWE’s multigenerational membership and learning styles. | | | | | | |
| |  |  |  |  |  | | --- | --- | --- | --- | --- | | Self-directed eLearning | Webcast | Web Seminar w/ CEUs | Podcast | Case Study | | Other – Click or tap here to enter text. | | | | | | Delivery method - describe the rationale for selecting the preferred learning method.  Click or tap here to enter text.  *Please note that if CEUs are provided, you must follow the IACET accreditation standards.* | | | | | | | | | | | |
| SECTION 7: MICRO-LEARNING OPTIONS | | | | | | |
| Select at least one micro-learning option that you will provide in addition to the content. | | | | | | |
| |  |  | | --- | --- | | Pre/post evaluation questions (5-10) | Quick tip video (SWE will handle the logistics) | | Pre/post discussion questions (5-10) | Quick reference guide (not a copy of your presentation) | | Engage with participants in a social forum | Podcast (SWE will handle the logistics) | | Other Click or tap here to enter text. | Presentation aid (YouTube video) | | SECTION 8: PRE- LEARNING - Provide 2-3 pre-event learning questions that will encourage attendees to start thinking about your content. | | | 1. Click or tap here to enter text. 2. Click or tap here to enter text. 3. Click or tap here to enter text. | | | | | | | | |

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| SECTION 9: SWE TRACK (CONTENT CATEGORY) | | | | | | | |
| Career Management | Inclusion & Cultural Awareness | | Innovation and Disruption | | Self-Management & Development | | Strategic Leadership |
| SECTION 10: SPECIALIZED AREA OF FOCUS | | | | | | | |
| Entrepreneurship | K-12 Outreach | STEM Re-Entry | | SWE Leadership | | Women in Academia | |
| SECTION 11: EVALUATION – Describe the techniques and/or procedures you propose to use to evaluate the effectiveness of the event in terms of individual learning achievement and satisfaction. | | | | | | | |
| Click or tap here to enter text. | | | | | | | |

**Recommendations for Speaker** – please note this section will be completed after SWE reviews the proposal.

**SWE HQ Staff Use Only**

## Pre-Event Evaluation 1 (SWE HQ contact)

1. SWE Contact Name for this Project: Click or tap here to enter text.
2. Recommended SWE learning related to this topic (e.g. related SWE webinar, All Together content):
   * Click or tap here to enter text.
   * Click or tap here to enter text.

## Pre-Event Evaluation 2 (Valerie)

1. Will CEUs be provided for this event? Yes No
2. What leadership competency, if any, does this content apply to?

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| Business Acumen | Coaching, mentoring, sponsorship | Communication |
| Leadership Abilities | Self-Management |  |

1. Should the content be required or elective?

Required Elective