# SWE SPEAKING PROPOSAL

Please email this completed form to 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. |
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| [ ] 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.* |

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| SECTION 7: MICRO-LEARNING OPTIONS |
| Select at least one micro-learning option that you will provide in addition to the content.  |
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| [ ] 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