

**ASSP Safety 2020 Speaker Proposal Planner**  
*A Resource for Safety Professionals provided by Abby Ferri, CSP*

**Presentation Information**

*When finalized, copy and paste into the corresponding blanks at [this link](#).*

**Title – 60 character limit, including spaces**

*Remember that potential attendees will usually glance at your title, name, and the Brochure Description. Use descriptive yet concise language, use your marketing skills!*

**Presentation Description – 600 words max**

*I suggest writing this first, you can use the content to develop the other shorter parts of the proposal in the next steps.*

**Learning Outcomes – 1 to 3, 30 word max each**

*Just like designing training, use action verbs like identify, describe, define, understand, and demonstrate.*

**Topic Relevance – 150 words max**

*Be specific! Do not recycle statements from your Presentation Description.*

**Speaking Experience – 300 words max**

*List ASSP presentations including those at chapter meetings or PDCs, then list other experience relevant to your topic or this size of audience.*

**Abstract/Brochure Description – 300 characters max**

*Just like I noted above, potential attendees will be looking at this as well as your session title and your name – this is your “elevator pitch” for your session – be creative!*

## **Sponsorship**

*Though not required, this can help your proposal have a better chance to be picked! Make sure to contact the Practice Specialty, Common Interest Group, or Branch **FIRST** before noting their sponsorship on the online form. The email addresses and instructions for submitting for sponsorship are in a downloadable Word document under **Sponsorship** at [this link](#).*

### **A template for the sponsorship email request follows:**

Dear PS/CIG/Branch sponsorship committee,

Please consider the following proposal for sponsorship, thank you!

#### **Session Title:**

*Just copy/paste your session title here 😊*

#### **Session Description:**

*Use the highlights from your full session proposal, you may choose to copy/paste the Abstract/Brochure Description here.*

#### **Bio:**

*Do not copy/paste your full bio! Introduce yourself and highlight applicable experience that describes why you're proposing this topic.*

#### **Why I/we think this topic is a good fit for PS/CIG/Branch:**

*Answer this question specifically – if you are having trouble answering it, the PS/CIG/Branch may not be the right fit. You are allowed only **two** sponsors, choose wisely!*

**A final word on sponsorship – many of the PS/CIG/Branch groups have set a deadline for requesting sponsorship, take a look at the group's landing page via [www.assp.org](http://www.assp.org) or the [ASSP Community](#) to find out about their deadlines. Respect the timelines and the fact that the PS/CIG/Branch has a committee that reviews proposals for sponsorship. Again, **DO NOT** assume sponsorship and submit your proposal nothing sponsorship when you have not received a response! The sponsored lists are then compared to the proposals that are chosen, they need to match.**

**Once you've submitted your proposal, relax, get back to work, and wait for notification of acceptance in early November 2019!**