



AMERICA'S SMALL BUSINESS DEVELOPMENT CENTERS

ANNUAL CONFERENCE

SEPTEMBER 8-11, 2015  MARRIOTT MARQUIS  SAN FRANCISCO, CA

2015 Sponsor Workshop Submission Information

The information below is a guide to provide you the information required to submit your workshop for the 2015 Annual Conference. If you have submitted workshops in the past you can click on this link ([modify your workshop](#)), and you will be able to add or update your workshop information directly to the database. If this is your first time submitting a workshop, please see the information below.

Proposal Requirements

Each proposal **MUST** include the following to be considered complete:

Section A: Contact Information

- Complete LEAD Presenter Contact Information and a Short Biography

Section B: Submission Information

- Program Title – Short and succinct titles are required; titles will not be no longer than 40 characters; Please be sure your title matches program content.
- Program Level – Advance or Basic
- Program Category – Finance, Marketing, etc...
- Program Length – *1.5 Hours*
- Session Type – Presentation or Panel Discussion
- Program Description – Please be descriptive, yet concise – descriptions should be limited and not exceed 200 words
- Program Goals
- Program Outcomes/Impact for Participants
- Abstract / Agenda / Outline - The abstract/agenda/outline should be no more than one page in length.
- Lead Bio this should be a short introductory bio to be used by the moderator to introduce you to your audience. *Please, NO lengthy resumes*

Program Handout AND/OR PowerPoint MUST be submitted with your submissions.

Co-Presenter(s) - Provide all contact information as required. Include introductory bio information for all co-presenters, and remember, this is an introductory paragraph that will be used by the moderator. *NO lengthy resumes.*

Email all the information to Brett Thibodeau at Brett@AmericasSBDC.org). We will upload your workshop info to the online database and schedule. Once the info has been uploaded we will email you the link, your user ID and password.