

Tips for Proposals for Leading EDJ (Equity, Diversity and Justice)

Session title

Make sure that your session title clearly communicates the focus of your session.

Learning objectives for your program (max 100 words)

What will participants come away with from attending your session? What will they know, or be able to do, as a result of the session? Make these as clear and succinct as possible.

Description (max 200 words)

This description will be shared in the program, though it may be edited by the proposal committee for clarity. In your description please be as specific as possible about what you will talk about and/or the activities you will invite participants to engage in. Use accessible language or include definitions for people who may be unfamiliar with the topic or insider language.

Does your session require a limit on the size of the audience?

Consider whether your session would be more effective with a smaller group, or if activities require a certain number of participants.

Which audience(s) groups is your session open to: students, staff, faculty, alums?

If the objective of your program is to educate, consider inviting all groups of participants. If the objective is to create a safe space for persons of a particular identity or group and you wish to limit participation, you can indicate that here.

What technology do you need for your session?

Please be as specific as possible so we can plan accordingly.

Do you have any specific needs regarding the space you are assigned?

Please be as specific as possible so we can plan accordingly.

Additional notes for review committee (max 100 words)

You are welcome to share additional information and/or concerns about your session here.

Preparing to Present

By Savannah Scott ('23), presenter for Leading EDJ 2020.

To **pick a topic**, look in the current news for issues pertaining to the conference themes. Use OneSearch, Google Scholar or reputable websites to gain information.

Figure out **your target audience** and what you would like to achieve:

Is your presentation a workshop for young women to learn? Is it for general awareness through a narrative, or a place for people to share their own experiences (a panel, a play, etc.)

Discuss the **best method to present**:

For workshops, you can consider a space with long connecting tables so you can distribute informational sheets, flyers, etc.

For discussions, you can consider a space with moveable chairs so people can discuss with the people around them.

For presentations or performances, you can consider an auditorium with everyone facing the stage.

Discuss whether you would like to present individually or in a group.