**2022 I.C.E. Exchange Proposal Form**

**2022 Tracks**

* Business of Certification
* Beyond Traditional Credentials (update from Alternative Credentials)
* Credentialing Innovations
* Marketing and Communications
* Security, Records, and Data Management
* Standards and Accreditation
* Test Development and Administration

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| **Section: Start a new proposal** | | |
| Proposal Title\*  Limit: 150 characters | A proposal must have a short, specific presentation title (containing no abbreviations) that indicates the nature of the presentation. |  |
| Proposal Category\*  (Session type) | Dropdown options:   * Concurrent Session * Alternative Format * Lightning Learning * ePoster * Audience Interactive * Half-day Preconference Workshop |  |
| **Section: Presenters**  I.C.E. requires all proposals to identify a main contact for their submission. The main contact's responsibilities include accepting to present the session on behalf of all session presenters, confirming session information, and ensuring deadlines are met. Select "main contact/presenter" if presenting. Select "main contact/non-presenter" if submitting on behalf of others.  Confirm in advance that the presenters listed on your session proposal are committed to speaking at the session if selected.  If you are proposing a panel discussion, select "moderator" for the presenter serving in this role.  Proposals can include up to 5 speakers total. You can include 1 additional individual as a main contact/non-presenter. | | |
| Presenters | First Name  Last Name  Email |  |
| Presenter profile  Please complete as much of the information as you can and then press the 'Continue' button.  \* = required | Prefix  First name\*  Middle Initial  Last Name\*  Suffix  Office Phone Cell Phone  Fax  E-mail\*  Mailing Address |  |
| Personal Information | Date of birth, gender, and ethnicity information is collected for statistical reports and will not be identified with you personally.   * Date of birth * Gender * Ethnicity * I understand that the information collected will not be identified with me personally. It may be used in statistical reports. I give my permission to use the information for statistical reporting. (Dropdown to select “I Agree”) |  |
| Administrative Assistant | To be copied on all submission emails   * Name * Telephone * Email * “Not Applicable” option |  |
| Professional Information | As it will appear on the conference materials   * Position * Organization * Credentials |  |
| Role | * Main Contact/Presenter * Main Contact/Non-presenter * Presenter * Moderator |  |
| Organization Size: Annual Revenue | Please select the total annual revenue for all credentialing activities |  |
| Organization Size: Number of Employees | Please select the number of full-time equivalent employees |  |
| Previous I.C.E. Exchange Presenter | Have you ever presented at the I.C.E. Exchange before?   * Yes * No |  |
| Biographical Sketch | Please type or paste text of no more than a few paragraphs in length. |  |
| Author Photo | Please upload a digital image (a high-resolution, professionally produced portrait, if possible) for use in marketing materials  By uploading a photo of yourself, you certify that you have the right to distribute the image and you release it for use on the program materials for the event. |  |
| **Section: Session Information**  Please provide some additional details about your proposed session. | | |
| Session Title\*  Title length is 150 characters | A proposal must have a short, specific presentation title (containing no abbreviations) that indicates the nature of the presentation. The session title is limited to 150 characters. |  |
| Track | Please provide the track that best aligns with your presentation.  **2022 Tracks Options**   * Business of Certification * Beyond Traditional Credentials * Credentialing Innovations * Marketing and Communications * Security, Records, and Data Management * Standards and Accreditation * Test Development and Administration | ” |
|  | If there is another track where you presentation could fit in, please select it here. |  |
| Please provide your target audience. \* | Which professionals do you see as having the most interest in this topic? (multi-select)   * C-Level * Board/Public Member * Psychometricians * Marketing * Voluntary Certification Program * Licensure Certification Program * Administration/Operations * Test Development |  |
| Please select the level of content. \* | **Introductory**  Session will introduce terminology and basic concepts related to the topic area  01 type session  Suitable for attendees who are new to this content  **Intermediate**  Session will provide more in-depth coverage of a topic and may focus on a specific area of credentialing  Session may provide guidance on implementation and application of knowledge or share lessons learned  Suitable for attendees who have mastered the fundamentals of the content and would like to gain more extensive knowledge  **Advanced**  Session may provide technical information, new or cutting-edge developments, or discuss strategic considerations  Session will provide information suitable for experienced credentialing professionals  Suitable for attendees who are experienced or have advanced knowledge in this content area |  |
| Concurrent or Alternative Format Session Length | If you are submitting a Concurrent or Alternative Format session, please select your preferred time length.   * 60 minutes * 90 minutes |  |
| I.C.E. Exchange Program Description\*  Limit: 300 words | If your proposal is accepted, the program description will be listed in conference promotional pieces including the website and mobile app. The program description should be written with particular attention to attracting attendees and submitted in the correct format on the proposal form. I.C.E. reserves the right to edit session descriptions as needed to fit in marketing materials. |  |
| Presentation Description\* | Provide an explanation of your presentation, including goal(s) for the session, evidence to support your content, and why you think it is important to credentialing professionals. This information will be reviewed by the program committee to better understand the content and goal of your presentation.  Please note: There is no word limit to this section, but please aim to provide a succinct response. (We recommend no more than 2-3 paragraphs). |  |
| Teaching format, methods and strategies.\*  Limit: 500 words | Identify the format, methods, strategies, and materials you will use in your presentation to cover your learning objectives.  For concurrent sessions, make sure to include how you will support the active participation of attendees.  For Alternative Format session, provide specific information regarding your session delivery.  Review conference formats here: <https://www.credentialingexcellence.org/ICE-Exchange/2022-Call-for-Proposals> |  |
| **Section: 3 Learning Objectives (Learning Outcomes)**  Provide at least 3 and up to 5 learning objectives that are clear, measurable, and achievable. | | |
| Answer the following questions for Learning Objective 1 | Learning Objective 1\*  Complete the sentence, 'Upon completion, participant will be able to….' Use action words to begin this learning objective, such as list, describe, define, demonstrate, conduct, etc. (max 30 words) |  |
| Answer the following questions for Learning Objective 2 | Learning Objective 2\*  Complete the sentence, 'Upon completion, participant will be able to….' Use action words to begin this learning objective, such as list, describe, define, demonstrate, conduct, etc. (max 30 words) |  |
| Answer the following questions for Learning Objective 3 | Learning Objective 3\*  Complete the sentence, 'Upon completion, participant will be able to….' Use action words to begin this learning objective, such as list, describe, define, demonstrate, conduct, etc. (max 30 words) |  |
| Answer the following questions for Learning Objective 4 | Learning Objective 4  Complete the sentence, 'Upon completion, participant will be able to….' Use action words to begin this learning objective, such as list, describe, define, demonstrate, conduct, etc. (max 30 words) |  |
| Answer the following questions for Learning Objective 5 | Learning Objective 5  Complete the sentence, 'Upon completion, participant will be able to….' Use action words to begin this learning objective, such as list, describe, define, demonstrate, conduct, etc. (max 30 words) |  |
| **Section: Session Delivery**  We are planning for whatever 2022 may bring. Respond to the following questions about your session; your responses help to inform our planning and decision making. | | |
| Speaker Attendance | I.C.E. is planning for an in-person conference in 2022. We will continue to monitor the impact of the pandemic on conference delivery.  Please select the option that best applies:   * Confirm presenting in-person * Confirm could present in-person and virtually |  |
| Travel | Provide information on any travel restrictions that may arise from your company or location that may prevent travel to an in-person conference for you or your co-presenters. |  |
| Present as a Jump Start | If you are selected for a concurrent session, are you willing to present your session as a Jump Start session (60-minute session in the early morning, typically 7:00 - 8:00 am)? |  |
| Present as Lightning Learning | If you are not selected for a concurrent session, are you willing to present this topic as a Lightning Learning session (a 15 minute oral presentation with accompanying slides)? |  |
| Present as ePoster | If you are not selected for a concurrent session, are you willing to present this topic as an E-Poster? |  |
| Audience Interactive | If you are not selected for a concurrent session, would you be willing to present this as an audience interaction session (roundtable discussion, innovation collaboration)? Note that there will be no AV permitted for this session type. |  |
| Previously Presented | Please indicate whether you have previously presented this session at a prior conference or will be presenting it before October 17, 2022. |  |
| Unique Work | Please confirm that this is your unique work. |  |