**Call for Ideas  
Proposal Template**Please [submit online](https://www.surveymonkey.com/r/92BT3J9) by April 18, 2021 at 11:59 pm ET.

1. Session Title
2. Session Type
   * Lecture
   * Workshop
   * Expert Panel
   * Roundtable Discussion
   * TED-style Talk
3. Submitter Name & Contact Information
4. (Questions 4 – 7) Presenter Name & Contact Information (of all presenters)
5. Session Description
6. Learning Objectives *(required)*  
     
   Well-written learning objectives are essential to building a strong foundation in the development of any training/session.   
     
   Learning objectives should state what the attendee can expect to do after attending your session. For example:  
     
   1. Identify the reasons to utilize ...  
   2. Describe the basic steps needed to ...  
   3. Develop a plan to ...  
     
   Start your learning objective with one of these action verbs: cite, choose, define, label, list, locate, match, name, recall, recognize, record, repeat, select, state, arrange, clarify, describe, discuss, explain, identify, locate, restate, review, sort, summarize, adapt, apply, demonstrate, develop, prepare, relate, use, analyze, compare, examine, reason, differentiate, arrange, build, combine, discover, design, create, construct, choose, confirm, evaluate, justify, prioritize, rank, rate, recommend, research, revise, select, support, understand.  
     
   Please identify 2-3 learning objectives below. If you have more than 3, include in the last box.  
     
   Learning Objective 1 *(required)*
7. Learning Objective 2 *(required)*
8. Learning Objective 3
9. Content Level *(required)*  
     
   What content level is most applicable?  
     
   Essential: The foundational and basic skills that one must know to be proficient at their job. Learners at the essential level might not have as much experience in the content or it may be a learner wanting to refresh their established skills.  
     
   Advanced: Highly developed skill level or advanced content that allow a learner to take their essential skills and apply them in a more complex, progressive, or innovative way.  Learners ready for advanced skills have already mastered the basic essential skills and likely have a lot of experience in the area and are ready for content that will be new or challenging.
10. Select the tags that best describe your proposal topic and themes. *(required)*

* Digital Solutions
* Data Science & Analytics
* Client Service & Client Value
* Project Management
* Process Improvement
* Leadership & Management Skills
* Pricing
* Profitability
* Legal Operations
* Innovation
* Tracking & Reporting
* Rates
* Other:

#### **Session Length** (required) **What session length is best suited for the proposed content?** Your decision will not influence whether or not your idea is selected. Session lengths are not guaranteed and subject to availability.

#### 45 minutes

#### 60 minutes

#### 90 minutes

#### **Polling Interest** **Would you be interested in adding polls to your session?** Your decision will not influence whether or not your idea is selected. Polling opportunities are limited and subject to availability.

#### Yes

#### No

#### **Learning Techniques** (required) **Describe how this session will be presented to maximize attendee engagement.** Priority will be given to sessions whose format embraces meaningful interactivity and challenge the traditional way of presenting. **Examples:** - Small groups are presented with a situation and discuss potential solutions or outcomes. - Have participants reiterate learned information through a game like jeopardy.

#### **Supporting Resources** Please provide links to video footage of previous speaking engagements or other resources that highlight your speaking and/or expertise on the topic.

#### **Job Role** (required) We aim to have a diverse program. Your response will help the review committee understand what perspective you will bring to this session. **Check the boxes that best describes the presenters’ professional roles.**

* Law Firm
* Corporate Legal Department
* Business/Service Partner

#### **Presenter Policies** (required)

#### Please check the box below to signify that you understand and agree to these terms. If selected to present, you and all applicable co-presenters will be required to sign this document.

#### I agree

#### \*LVN reserves the right to record all conference sessions.