



INSTALLATION  **INNOVATION X**
NOV. 6-8, 2023 ORLANDO, FL

SESSION PROPOSAL GUIDE



The Association of Defense Communities is growing fast. With Installation Innovation Forum (IIF)'s attendance reaching over 900 attendees in 2022, we're looking for ways to improve the conference experience for members, attendees and speakers. This year, ADC is implementing a new system for soliciting session proposals. This streamlined system will help prospective speakers develop and submit engaging, topical session proposals for consideration.

Below is a step-by-step guide on how to submit a session proposal for the 2023 Forum.

INSTALLATION

INNOVATION

2023

NOVEMBER 6-8

ORLANDO, FL

The screenshot shows the 'CALL FOR SESSIONS' page. At the top, there is a navigation bar with links for 'ABOUT', 'LOCATION', 'SESSION PROPOSAL', 'SPONSORSHIP', and 'REGISTER'. The main heading is 'CALL FOR SESSIONS'. Below it, there is a paragraph explaining the forum's purpose and a link to email speakers. A section titled 'Who should submit a proposal?' lists ADC members, communities, DOD/federal partners, qualified sponsors, and other national partner organizations. Another section titled 'What types of proposals is ADC seeking?' lists four bullet points: sessions with installation-level military speakers, sessions submitted by ADC members and/or federal partners, industry-led sessions, and sessions with audience interaction.

STEP 1:

Navigate to the session proposal section of the IIF website.

The screenshot shows the 'What is needed for submission of a session proposal?' page. It lists four requirements: names and emails of session organizers, session title (100 characters limit), session description (5,000 characters limit), and three session learning objectives (300 character limit per objective, including spaces). Below this, there is a section titled 'Are there any additional guidelines?' with four bullet points: ADC will identify time/location, sessions are subject to change, if selected, you must agree to submit materials on-time, and ADC may combine sessions. A 'SUBMIT A PROPOSAL' button is at the bottom.

STEP 2:

Read the instructions for proposal submission. Then, click “Submit Proposal.”

The screenshot shows the 'Log in to your account' form. It has two input fields: 'Email Address' and 'Password'. There is a 'Forgot your password?' link and a 'Log In' button. Below the button, it says 'Need to create an account?' and there is a 'Privacy Policy' link.

The screenshot shows the 'Create your new account' form. It has five input fields: 'First Name', 'Last Name', 'Email Address', 'Password', and 'Confirm Password'. There are 'Create' and 'Cancel' buttons at the bottom, along with a 'Privacy Policy' link.

STEP 3:

Log In or Create an Account

Once you select “Submit Proposal” you will see a pop-up box to log into your account. If this is your first time submitting a proposal, you will need to create an account. Select “Need to create an account?” and follow the instructions. If you have already created an account and you’re returning to the proposal, log in to access your saved work.

After clicking “Need to create an account?” a form will appear. Fill out the following form to create your account.

INSTALLATION

INNOVATION

2023

NOVEMBER 6-8

ORLANDO, FL

The screenshot shows the 'Step 1: Enter Your Details' webform. At the top, it features the event logo and the submission deadline: 'June 23, 2023 11:59 PM ET'. The form fields are as follows:

- Designation (JTC, Dr.): [Text Input]
- First Name: Association
- Last Name: Communities
- * Work Phone: 123456789
- Email Address: info@defensecommunities.org
- * Company: Association of Defense Communities
- * Title: Program Coordinator

Demographics section:

- * I am submitting this proposal:
 - As a participant and expert (I will be a part of the session)
 - As an organizer only (I will not be part of the session)
 - Other: [Text Input]
- * This is being submitted by:
 - Community
 - State
 - Federal
 - Industry
 - Other: [Text Input]
- * Are you an ADC member?
 - Yes
 - No
 - Other
 - N/A - DoD/Federal

Buttons at the bottom: Cancel, Save, Save & Continue.

STEP 4:

Enter Session Proposal Details

Enter details about your proposal directly into the webform including information about yourself, your organization and ADC member status. When you're ready to move to the next page, click "save and continue."

If you need to pause your submission and return to it later, you may click "save" and return to it in the future.

The screenshot shows the 'Presenter Details' webform. At the top, it features the event logo and the submission deadline: 'June 23, 2023 11:59 PM ET'. The form fields are as follows:

- Presenter:
 - * First Name: [Text Input]
 - * Last Name: [Text Input]
 - * Email Address: [Text Input]
 - * Company: [Text Input]
 - * Title: [Text Input]

Buttons at the bottom: Previous, Cancel, Save, Save & Continue.

STEP 5:

Insert Presenter Information

Add contact information about the session presenters. You may add more than one presenter.

Don't worry! You can switch out or change your presenters at any time. Consider this session proposal as a starting point for your session that can be developed further.

Submit Proposal Submission Deadline
June 23, 2023 11:59 PM ET

Step 2: Enter Your Submission Details

* Proposed Session Title

Learning objectives describe what an attendee should gain from attending your session. They should finish the statement, "After the session, attendees will be able to..."

Some questions that can help guide creating learning objectives:

- Is your session aiming to impart a specific lesson?
- Should attendees be analyzing the topic and/or being able to reproduce the results?
- Is your session focused on tangible best practices and procedures?
- Is your session intended to bolster attendees' pool of knowledge on broad subject matter?

* First Learning Objective

300 characters remaining

* Second Learning Objective

300 characters remaining

* Third Learning Objective

300 characters remaining

* Proposed Session Description

5,000 characters remaining

STEP 6:

Enter Your Submission Details

Follow the steps on the webform and provide learning objectives and a description of the proposed session. This will help attendees understand what they will get out of attending your session.

Next, select which track best fits the submission. Select the type of presentation (Guided Discussion, Interview, Panel, Presentation, Workshop/Interactive Presentation).

While interviews, panels, and presentations are straightforward session formats that we are all familiar with, ADC also welcomes alternatives to the traditional structure.

Guided Discussions are moderated conversations with the session audience and **Workshop/Interactive Presentations** also involve audience participation and utilize activities such as breaking out into discussion groups or audience polls.

INSTALLATION INNOVATION

NOVEMBER 6-8

ORLANDO, FL

2023

Tracks:

Advancing Installation-Community Partnerships: Case studies that highlight innovative military-community partnerships at the local, regional or state levels.

Supporting Military Family Quality of Life: Sessions that focus on new initiatives, programs or partnerships that are improving the quality of life for military families at the local level. Issues of focus could include education, childcare, military spouse employment, social services, recreation and/or housing.

Leveraging Local, State and Federal Infrastructure and Workforce Programs: Sessions that focus on programs, initiatives and funding opportunities available to communities that support defense infrastructure projects, workforce development initiatives or research.

Building Resilient Installations and Communities: Sessions that highlight local, regional or state efforts to address challenges related to training range encroachment, land use planning and development, climate change and environmental management, critical infrastructure security, emergency response and supply chains.

* What track best fits this submission?

What track best fits this submission? is required.

* Presentation Type

Presentation Type is required.

* Level

- Basic
 Intermediate
 Advanced

Anything else the selection team should know?

Optional File Upload

Upload File

Accepted File Formats: Word, PDF, PPT

Previous

Cancel

Save

Save & Continue

Then select the level of expertise the panel expects to provide. There is an option to upload presentation material if desired. If you have a draft of your presentation or supporting documents on the topic you plan to discuss during your session, you can include them here. When finished, click “save and continue.”

STEP 7: Review Submission and Submit

On the final page there will be a detailed summary of all the information you have provided in the form. Review this to ensure that the submission is to your liking. When you are ready click “submit.”

Congratulations! You have submitted a session proposal for IIF 2023! You can expect to hear back from ADC on your session proposal by late June.