We encourage proposal submitters to use this when creating a draft of their proposal. The below fields are core pieces of information that will be required when submitting a proposal for a Let Me Tell You A Story or Ignite Series (Formerly known as Fast, Funny, Passionate) Session. Proposal submissions must be completed in the Proposal Submission Site. Submissions sent via email or any other method will not be accepted.

**Proposal title.** A proposal must have a short, specific session title (containing no abbreviations) that reflects the narrative in the long description. *6-word, 200-character limit.

Title:

**Short Description.** In no more than 40 words, concisely provide a short description that will captivate and attract an audience. This is the displayed text in the online program that attendees see before deciding to click for more information. Please refrain from copying this exact text in the long description below.

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**Long Description.** In no more than 200 words, provide a long description detailing the presentations’ significance. Describe the effective solutions and best practices that will be presented. This description should be based upon the content and subject matter and not include speaker specific descriptions.

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Outline of the Session. In no more than 200 words, describe in detail the presentations transitions and how you will engage the audience. Describe how the content will be presented within your selected session format. Define the roles of the moderators, speakers, and panelists.

Describe how your presentation content is in line with APA’s Equity, Diversity, and Inclusion vision.

APA seeks to represent and build more capacity for diverse perspectives within the association and throughout the profession. APA encourages its members to embrace and prioritize these efforts in preparing for NPC20 and beyond.

Diversity is an inclusive concept that encompasses — but is not limited to — race, ethnicity, class, gender, age, sexuality, ability, educational attainment, spiritual beliefs, creed, culture, tribal affiliation, nationality, immigration status, political beliefs and veteran status. Please consider equity, diversity, and inclusion as you develop content, choose contributors, and identify speakers for your proposed NPC20 session. *50-word limit
**Learning Outcomes.** Provide 3 learning outcomes that are clear, measurable, and achievable. 30-words each.

Learning outcomes are statements that describe significant and essential knowledge that the audience will gain by attending the presentation. What do you want the audience to learn from the presentation? What are the key takeaways that attendees will gain from the presentation?

1. 
2. 
3. 

**Speaker information.**

The value of your proposal depends on the knowledge and skills of the presenters you invite to participate. Your NPC20 poster proposal must include a brief (≤ 100 words) description of why each speaker is qualified to present on the proposed poster subject matter. You also may upload biographies that validate your speakers' knowledge, skills, and experience.

In preparing your proposal submission, we strongly recommend you gather the following information in advance: Full name, APA ID, email, city, state, company, position and biography.

All speakers included in a proposal must have an APA account—even every APA member has one. A nonmember speaker who does not have an APA account may create one at no cost.