



Requirements for IECA Conference Proposals

Presenters

To add a presenter, you will need:

- Name
- Email
- Phone Number
- Mailing Address
- Title
- Affiliation
- Academic Degrees or Professional Licenses/ Certifications

If you do not have your presenters finalized or will choose them only if the proposal is accepted, please note this in the description.

Title

The title has a character limit of 55, including spaces, and should be entered in upper and lower case. Do not put your title in quotation marks. Do not use formatting tags in the title. You may copy and paste your session proposal description into the appropriate submission sections.

Description

For breakout sessions there is a limit of 480 characters for the text and no more than 75 words for your description.

Learning Objectives

Provide at least 2 learning objectives that describe the primary takeaway that attendees can apply/implement when they get back to their office. 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.

Track Selection

Identify the primary and secondary tracks for your submission. Track options are:

- Business and Communication
- College
- Global (International)
- Graduate
- Learning Disabilities
- Schools
- Therapeutic

Core Elements of Submission

Content Level (choose one):

- Foundational: For those with limited experience, seeking core knowledge
- Applied: For established professionals seeking additional knowledge
- Technical: Advanced instruction in a focused area, often smaller audience

Briefly explain how this topic area is relevant to independent educational consultants.

Briefly describe what makes you an expert to present on the proposed topic.