Summit North America 2020

Session Proposal Submission Guidelines & Instructions

Thank you for your interest in submitting a session proposal for the 2020 Community Summit North America 2020! This document is intended to provide information on submission guidelines, as well as helpful tips guiding you through the submission process.

Submission Guidelines

- **Proposal Submission Deadline**: May 5, 2020
- **Proposal Acceptance Announcement Date**: June 2020
- Individual User Groups reserve the right to modify their Proposal Submission Deadline and/or Acceptance Announcement Dates. Any updates will be posted on the submission site and announced to respective User Group Members.
- All proposals must be submitted via the 2020 Session Proposal Submission Site. Incomplete, mailed, or emailed proposals cannot be accepted.
- All presenters must adhere to the *User Group Conference & Event Speaker Policy*, available for download during the submission process.
- Partners are strongly recommended to propose sessions that include a customer as a speaker.
- Only full user/partner members for the associated user group are permitted to present at the conference.
- We suggest you gather all information needed for each session proposal before submitting:
  - **Session Title** (max 9 words) and **Description** (max 100 words)
  - **Names and Email Addresses** of individuals involved in your presentation (presenters, co-presenters, moderators, etc.). Note: you may opt to propose a session without including suggested presenters, if you or a colleague do not wish to be considered as a session presenter.
  - **Primary Topic**: topics which are relevant to your presentation (e.g., BI and Reporting, Finance, etc.)
  - **Dynamics Products/Versions** which are applicable to your session
  - **Learning Objectives** for your session to complete the sentence, "Participants will be able to...". At least 1 is required; it is suggested to provide 3-5 objectives.
  - **Level of Knowledge** attendees should have for the session (basic, intermediate, advanced)
  - **Format** of the presentation (How2, Presentation, etc.)
- You will be notified of your proposal's status via email by the Proposal Acceptance Announcement Date.
- If you have difficulties with the online submission process, please contact your User Group programming team for assistance. See contact list in the submission portal.

Skill Level

- **Basic**: Participant will have little to no awareness of the subject area. The session will maintain basic terminology and/or skills building on the subject area.
- **Intermediate**: Participant should have a moderate level of experience with the subject area. The session scope assumes that basic terms and scenarios are understood by the audience.

- **Advanced**: Participant will have full command of the subject area. The session scope will be deep. The audience will participate with the understanding that the session will sharpen already proficient knowledge and skills in the subject area.

Presentation Format

Standard session formats are listed below, but we are challenging session submitters to think outside the box and propose different and creative new session formats this year as well.

- **Ask the Expert**: a panel of subject matter experts will conduct an organized discussion of a specific theme, issue, or question including discussing answers to audience questions.
- **Deep Dive**: an in-depth, targeted presentation or demonstration of the procedures to accomplish a specific task. Tends to be longer in length (90 minutes or more) than an Instructive/How2 session, yet similar in intent and content.
- **Instructive/How2**: A targeted presentation and demonstration with instruction, Q&A, and/or and problem solving. Like a Presentation, but almost solely based on the procedures to accomplish a specific item. This format is mostly used in the case of software processes and will most likely, use a live application and step-by-step instructions. Characteristics might include checklists, procedural docs, etc.
- **Presentation**: mostly a one-way dialogue by the speaker designed to help participants increase their understanding in a particular area of interest. Used for delivering broad informational content but may also involve specific learning topics or curriculum on a particular subject. Should have some time reserved for question & answer opportunities.
- **Member Showcase**: this "case study" format enables attendees to learn ways in which other companies are utilizing Dynamics products in their businesses. The session will be predominately a Presentation with the showcasing company sharing best practices.
- **Roundtable**: a collaborative discussion with most of the content coming from the persons in attendance. The presenter will facilitate interaction and discussion with the audience. It is suggested the presenter come prepared with content in case individuals do not contribute at first.

Review Criteria

All submissions are rated for importance, scope of coverage of the topic, and relevance to the Dynamics community and targeted conference topics. Proposals should be sufficiently detailed to allow evaluation of these criteria.

Online Submission Site

User Group Summit session proposals will be submitted using the online CadmiumCD Event Management System. Visit the 2020 Session Proposal Submission Site to log in and submit your proposal. Please follow each step carefully.

Further Questions?

If you have questions or concerns, view the **INFORMATION AND CONTACTS** section to contact the relevant User Group for submission questions or assistance.
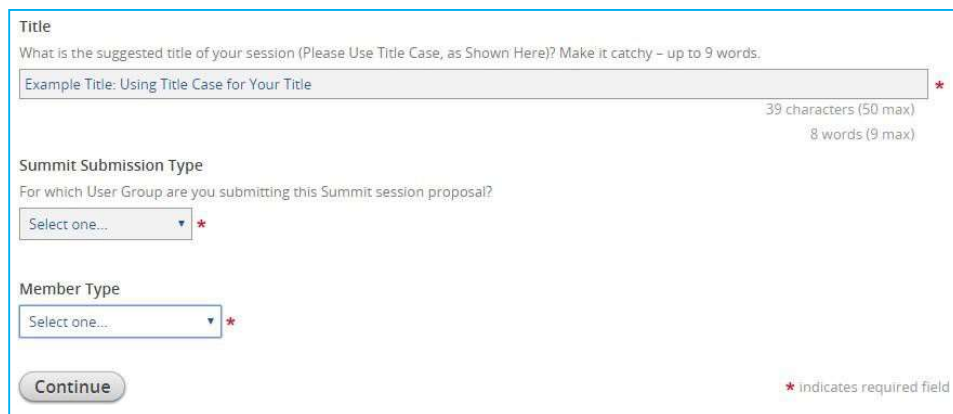
Submission Instructions

Text and images below are for example purposes only and may differ from the actual proposal submission site.

1. After logging into the User Group Summit Session Proposal Submission Site, under PROPOSALS, click the green linked text to **begin a new proposal**.
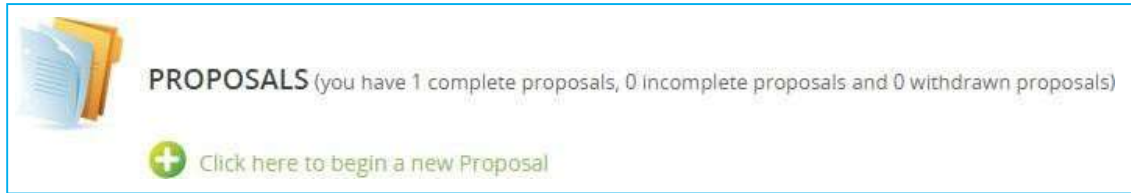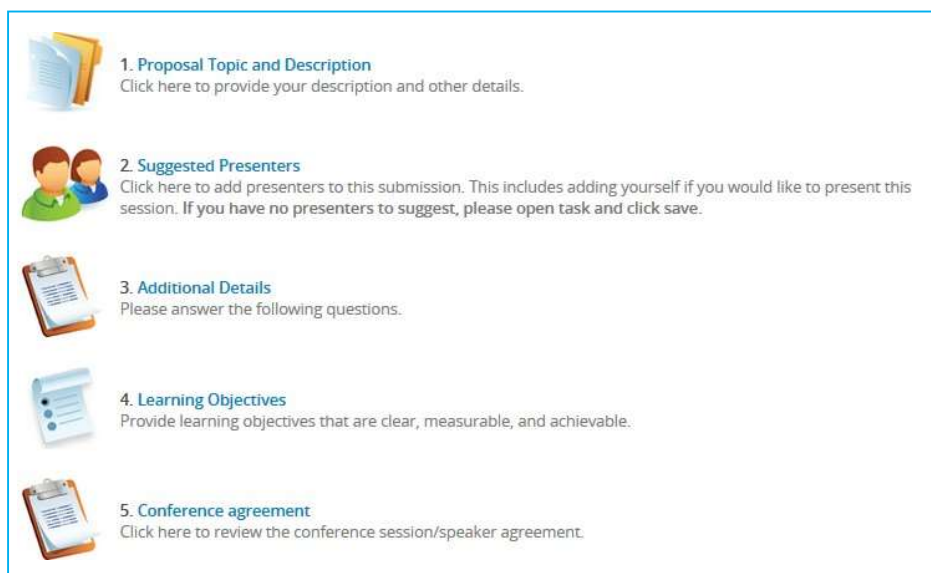

   a. Enter your submission title, the User Group for which you are submitting your session proposal, and your User Group member type. Then click continue.


2. You will be directed to the task list of items to be completed before submitting your proposal.

   a. **Click on the name of each task** (in blue) to complete. Green checkboxes precede completed tasks.

b. NOTE: if you need to complete any task at a later time, your proposal will be saved as an incomplete submission. To complete your proposal, upon logging in, click the link under the PROPOSALS section. A proposal is not considered complete until all tasks have been completed.
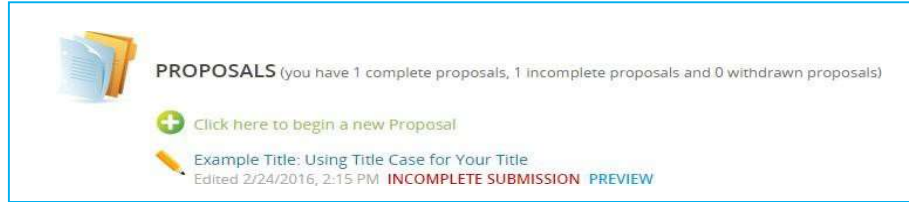
1. Click the blue **Proposal Topic and Description** task link. In this task you will provide the session description and other important data including the suggested tracks/topics and product versions to which your session best applies.
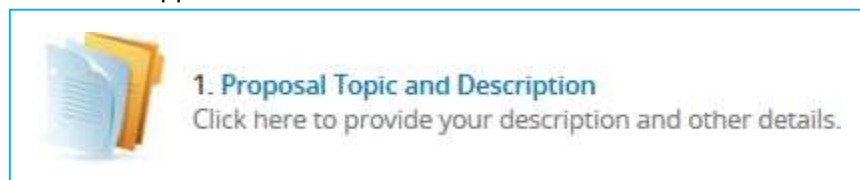
a. **Complete all required fields** (primary track, version, and session description) according to the guidelines indicated

2. Click the blue **Additional Details** task link. In this task you will provide the most appropriate level, format, and target audience for your session.
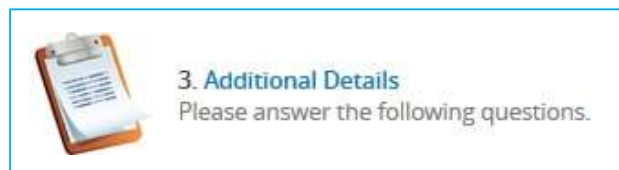
a. **Complete required fields** to indicate the session's appropriate level, format and other details.
b. Click **Continue** to complete this task

3. Click the blue **Speaker Agreement** task link. This final task involves reviewing the User Group conference and event speaker policy and indicating you have read and understand the document.

a. **Click the hyperlink** to download a copy of the User Group Conference and Event speaker policy.

> Click here to download and read the User Group Conference & Event Speaker Policy. Then review the statement below and check the box to indicate you have read and understand the policy provided.
>
> ❶ Speaker Agreement ∗

    b. **After reviewing the document, check the box** to indicate you've read and understand the policy.

    c. Click **Continue** to complete this task.

4. When all tasks have been completed (green checkboxes will precede each), click **Preview & Submit**.

1. **Suggested Presenters**
   Click here to add presenters to this submission. This includes adding yourself if you would like to present this session.

2. **Proposal Description**
   Click here to provide track and session description information.

3. **Proposal Details**
   Please answer the following questions.

4. **Additional Details**
   Click here to provide additional details related to this proposal.

5. **Learning Objectives**
   Provide learning objectives that are clear, measurable, and achievable.

6. **Speaker Agreement**
   Click here to agree to the speaker agreement.

Preview & Submit

   a. If you'd like to **preview your submission**, click the blue link at the bottom of the screen.

   b. Click **Submit** at the top of the screen.

Example Title: Using Title Case for Your Title
Summit Submission Type: AXUG Submission
Member Type: User
Proposal Status: Active

Submit

   c. You will receive a **confirmation email** and your session will change to **Completed** in the PROPOSALS section of the submission site.

   d. If desired:
      - Click the blue PREVIEW link to **view your proposal**.
      - Click the green RESEND CONFIRMATION EMAIL link to **email a copy** of your proposal.
      - Click the hyperlinked name of your proposal to **edit until the closing date**.

PROPOSALS (you have 1 complete proposals, 0 incomplete proposals and 0 withdrawn proposals)

Thank you, your submission was successful. You can edit the details of this submission at any time up until the closing date.

Click here to begin a new Proposal

Example Title: Using Title Case for Your Title
Completed 2/24/2016. 5:52 PM   PREVIEW   RESEND CONFIRMATION EMAIL

5. **If you have more sessions to propose, click to begin a new proposal.**

PROPOSALS (you have 1 complete proposals, 0 incomplete proposals and 0 withdrawn proposals)

Thank you, your submission was successful. You can edit the details of this submission at any time up until the closing date.

Click here to begin a new Proposal

6. If you have questions or concerns, view the **SUMMIT INFORMATION AND CONTACTS** section (located on the Submission site home page under the PROPOSALS section) to contact the relevant User Group.