

1. What they are looking for:
 - a. Context: make sure proposal gives attendees practical, hands-on knowledge. How will it benefit members to justify attending the conference?
 - b. Needs to be forward-thinking, innovative, forecasting trends.
 - c. Needs possible balance between practical and theoretical
2. SIS Education Committees have ability to rank proposals
 - a. AMPC wants rankings to see what's important for the SIS
3. Independent programs
 - a. Make sure that programs are exclusionary and only appeal to your SIS (that's what they said)
4. Proposal Process
 - a. Similar to the past
 - b. Don't use Summit or Mount in title
 - c. Look at the level of attendance whether beginner, intermediate, advanced
 - d. They are particularly looking for advanced programs!
 - e. Competency is discussed on p. 15 of the Program Proposal Guide, along with a list of verbs to use and not use.
 - f. Need to have measurable competencies, and the proposals will be downgraded if these directives aren't followed.
 - g. Make sure coordinator is committed to working w/AMPC and with the speakers to ensure that everything is done correctly and on time
5. Program Descriptions
 - a. Very important to write these well.
 - b. Be very clear about what the program accomplishes and covers.
 - c. This year, the description will be used for searching and PR.
 - d. Make sure you include accurate key words for search purposes
 - e. Be clear, succinct and descriptive.
 - f. Better written proposals have a better chance.
 - g. Proposals where the speakers are already known have a better chance.
 - h. If program is not a typical panel discussion – for ex, a role play – include this in the description field. This helps for structuring the room.
 - i. Pet peeve is not delivering what you say in the description; make sure you stick to what you promise
6. Rooms
 - a. There are 6 concurrent session rooms per day and all are theatre style
 - b. Sometimes can find separate rooms for special programs, like Cool Tools
 - c. They need to know needs in advance
 - d. Encouraged to try something different
7. Speakers
 - a. Key guideline is to allot 30 minutes per speaker, unless the program is "round robin" style. This is an important guideline.
 - b. If using an outside speaker, don't discuss money with them. Find out their requirements but make no commitments.
 - c. Want a balance of speakers: some outside and some members
 - d. Looking for members with good expertise and background
 - e. State if there are constraints for speakers, for ex, only available on a certain day

8. Workshops
 - a. Very interested in workshop proposals
 - b. Usually better on a Saturday, than on Friday
 - c. These are self-sustained and covered by the registration fees, so keep that in mind
9. Time slots
 - a. One 90 minute slot
 - b. Two 75 min slots
 - c. Five 60 min slots
 - d. One 45 min slot
 - e. Two 30 min slots – these need to be practical & simple
 - f. There will be 6 programs chosen for each time slot
 - g. SIS's are encouraged to propose a good mix of programs with different time slot needs
 - h. Try to get a good mix of time slots
 - i. State if there are objections to reducing a program's time slot
 - j. It is competitive. Last year only 63 programs chosen from over 200 proposals.
10. Hands-on Computer training
 - a. Check the Denver metro area to see if there is an institution willing to let us use their computer lab, esp for free. Most universities will comp fees.
 - b. Usually it is very expensive and/or not possible to set up computer training in the convention center
11. Co-Sponsors
 - a. If another SIS is co-sponsoring a program, put the info in the Notes field
12. Live Internet
 - a. Claim they are working towards the goal of having live Internet but advise to always have a backup plan just in case.
 - b. There are always reliability issues
13. Submitting proposals
 - a. If you have any technical difficulties, then leave a voice mail
 - b. Try to submit early, if possible
 - c. You will get an email response after submission, which is your indicator that your submission went through ok
 - d. They will announce the results close to October 1.
14. Reviewing past program evaluations
 - a. They do look at past speakers' evals; they have a big old file of them going back many years
 - b. They understand that some evals are odd and don't match what the majority opinion is, so that is taken under consideration
 - c. It's good to check on your speaker's past evals (not sure how you do that) to see if they've gotten bad reviews in the past