



2020 USITT Call for Proposal Guidelines

We are now accepting session proposals from theatre professionals, practitioners and educators for the 2020 Annual Conference & Stage Expo in Houston, TX April 1-4, 2020. Please take a moment and read the guidelines and coordinate all your information before submitting. You may submit up to 2 proposals. If you need assistance, with submitting your proposal please contact Christine Troscher at Christine@usitt.org.

To submit a proposal online, log into to the USITT Show site and chose Submit a Proposal from the left side bar.

<https://s15.a2zinc.net/clients/usitt/usitt2020/Public/callforpapers.aspx>

If you do not already have an account please use the link to Create a new account on the page.

Proposal Design:

USITT will not select proposals which are attempting to promote a product or issue. Presenters are asked not to sell, recruit or market their organization or services during workshops. Our exhibiting, advertising and hiring/auditioning opportunities are available for that purpose.

USITT Seeks Proposals That:

- * Contain leading-edge information / theory / innovative practices
- * Emphasize education and training
- * Are "how to" and hands-on
- * Focus on skill-building
- * Provide professional development
- * Provide information not easily accessible to your target audience
- * Offer strategies for growing educational and non-profit organizations
- * Offer strategies for using teaching, business and design technologies

Target Audience and Skill Level:

Since the conference offers events and programming for all Professional levels it is advisable to know and define your Target Audience(s) and the workshop's skill level.

Target Audience:

- * Art Administrators, Advocates
- * College/University Students
- * College/University Teachers, Instructors
- * High School Teachers, Instructors
- * Early Career
- * Professionals

Skill Level:

- * All – Introduction and exploration of concept
- * Entry Level – Building on basic skills and developing competency
- * Intermediate – Fine tuning for experienced with concept
- * Advanced - Offer new approaches to professionally experienced

Submission Guidelines:

1. Please review the entire application before starting. *All proposals must be submitted online.*
2. Don't wait until submission deadlines. If you propose a topic that is already well represented by other experts, it cannot be considered.
3. Be prepared with the following information:
 - Presenter name, work affiliation, position title, address, email and phone number contacts that provide direct contact with presenter.
 - If there is more than one presenter, identify ALL persons and provide the above requested information.
 - Full title of your program
 - 3 to 4 learning objectives
 - A full description supporting your proposal for the conference program, website and promotional opportunities.
 - A 50-75 bio of the lead presenter and photo for website publicity.
4. If you are requesting others to participate in your presentation or panel, confirm their participation first.
5. PLEASE NOTE: All presenters of approved programs are required to register and pay as an "Individual" for the conference.

Instructions: For complete instruction please click here

Review and Notification Process:

If you do not receive electronic notification that your proposal has been received, please contact the Central Office. After the proposal review process is complete, e-mail notifications will be sent to accepted proposals no later than **September 1st.**

Registration:

All presenters, presidors and program participants are responsible for their convention registration fees, travel and lodging expenses. USITT does not provide honoraria for session presenters at the conference. Special consideration may be made for Non-Member Presenters (NMP's) who can add expert material from their field.

Cancellations:

Please note that if you are accepted into the program and you cannot attend, you must notify Christine Troscher Christine@usitt.org. of cancellation 2 weeks prior to the event. Failure to not show or provide prior notification may result in a 2-year suspension from presenting at USITT related events.

Workshop Scheduling:

We coordinate scheduling of each program and are careful to avoid conflicts. The more information you can give us regarding your content, room set-up and expected attendance, the less chance you'll be competing for the same target audience.

Sessions will be scheduled beginning Wednesday, April 1, 2020 through Saturday, April 4, 2020.

We strive to achieve a balance of programming for all attendees.

For assistance with submitting your proposal, please contact Christine Troscher via email at Christine@usitt.org.