

## **OPEG Proposal Submission Guidelines**

OPEG welcomes session proposals describing presentations that will be of interest to evaluators in a wide range of settings, will increase evaluators' skills and knowledge, and / or are related to the conference theme.

Presentations may be in a variety of formats, including lecture, panel discussion, think tank, or demonstration. On occasion poster sessions may also be submitted if specified by the Program Committee.

Proposals that are incomplete or focus on study results rather than evaluation topics will be rejected.

Depending on the conference schedule, presentations are expected to last approximately 45 minutes with about 15 minutes of questions and answers at the end.

Proposals may include multiple authors or presenters, and each individual may be listed as the lead author one time and a secondary author up to two times for a conference.

If proposals are accepted the lead author will be notified. At least one presenter agrees to attend the conference, and all presenters will be expected to register and pay for conference registration.

### **Submission Elements**

Conference proposal submissions should include the following, using the online form.

Title (100 character limit)

Lead author name; Title; Organization; Email

Secondary author(s) name(s); Title(s); Organizations(s)

Abstract (150 word limit)

Format: Lecture; Panel Discussion; Think Tank; Demonstration; [Poster, if applicable]

Conference Track: Conference Theme or General Evaluation

Skill level: Basic, Intermediate, or Advanced