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| ****Page: Session Manager**** |
| **For instructions on collaborating on this session proposal, please refer to this instructional PDF:**[**Collaborator Instructions**](https://www.sacnas.org/hubfs/Session%20Proposals/OpenWater%20Instructions%20-%20Collaborators.pdf) |
| Please provide the information of the person SACNAS should contact and coordinate with for this session.  The Session Manager **does not** need to participate in the session or be the person submitting this proposal, but they must work with SACNAS to meet important logistical deadlines leading up to the conference.  **Note:**The Session Manager will be sent the confirmation email for this session proposal. |
| **Prefix** \* Select one option  ⭘ Dr. ⭘ Mr. ⭘ Mrs. ⭘ Ms. ⭘ Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Session **Manager's First Name:** \* |
| **Session Manager's Last Name:** \* |
| **Email:** \* |
| If the Session Manager is participating in the session, make sure to add their information on the speaker page as well. The information entered on this page is used solely for logistics coordination. |

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| Page: Title & Description |
| If you have any questions, please review our FAQs: [sacnas.org/conference/session-proposals](https://www.sacnas.org/conference/session-proposals#SessionFAQs) |
| At the 2024 SACNAS National Diversity in STEM (NDiSTEM) Conference, our community can learn and grow together through two types of sessions:  **~~STEM Symposia~~**~~: discipline specific research presentations~~  **Professional Development:** trainings and informational workshops |
| **Session Type:** \* Professional DevelopmentProfessional Development Subtypes --- ⭘ Academic Career  --- ⭘ Industry, Government, Non-Profit, or Policy Career  --- ⭘ Mentorship  --- ⭘ Networking  --- ⭘ Science Communication  --- ⭘ STEM Policy/Ethics  --- ⭘ Skills for Success  --- ⭘ STEM Diversity, Equity, and Inclusion |
| **Please see the attached** [**Scoring Rubric**](https://www.sacnas.org/hubfs/2023_Final_Approved_Rubric_ProfessionalDevelopment.pdf) **for the Professional Development Sessions – note this is what our reviewers will use to evaluate your proposal and make recommendations for acceptance to the 2024 SACNAS NDiSTEM Conference.** |
| **Title, goals, and description should be interesting, relevant and well-defined.** |
| **Title of Session** \* (100 words max) |
| Disciplines Multi-Select\* *Select one or more Disciplines*  ☐ The content of this session applies to all disciplines  ☐ Chemistry  ☐ Computer and Information Sciences  ☐ Engineering  ☐ Geoscience  ☐ Health  ☐ Life Sciences  ☐ Materials Research  ☐ Mathematics  ☐ Physics & Astronomy  ☐ Psychology & Social Sciences  ☐ STEM Education & Learning  ☐ Traditional Knowledge |
| *Select one or more Subdisciplines* Chemistry\* ☐ Analytical Chemistry  ☐ Chemistry (general)  ☐ Inorganic Chemistry  ☐ Physical Chemistry  ☐ Organic Chemistry  ☐ Other Chemistry: \_\_\_\_\_\_\_\_\_\_ |
| Engineering \* ☐ Bioengineering/Biomedical Engineering  ☐ Chemical Engineering  ☐ Civil Engineering  ☐ Electrical Engineering  ☐ Engineering (general)  ☐ Mechanical Engineering  ☐ Other Engineering: \_\_\_\_\_\_\_\_\_\_ |
| Geoscience \* ☐ Earth Science  ☐ Environmental Science  ☐ Geology  ☐ Other Geoscience: \_\_\_\_\_\_\_\_\_\_ |
| ****Health**** \* ☐ Medicine  ☐ Public Health  ☐ Other Health: \_\_\_\_\_\_\_\_\_\_ |
| ****Life Sciences**** \* ☐ Animal Sciences/Zoology  ☐ Biochemistry  ☐ Biology (general)  ☐ Cancer Biology  ☐ Cell/Molecular Biology  ☐ Developmental Biology  ☐ Ecology/Evolutionary Biology  ☐ Environmental Science  ☐ Genetics  ☐ Marine Sciences  ☐ Microbiology  ☐ Neurosciences  ☐ Pharmacology  ☐ Physiology/Pathology  ☐ Plant Sciences/Botany |
| ****Mathematics**** \* ☐ Algebra/Number Theory/Combinatorics  ☐ Applied Mathematics  ☐ Mathematics (general)  ☐ Mathematical Biology  ☐ Statistics |
| ****Physics & Astronomy**** \* ☐ Astronomy & Astrophysics  ☐ Physics |
| ****Psychology & Social Sciences**** \* ☐ Clinical Psychology  ☐ Cognitive Neuroscience  ☐ Psychology (general)  ☐ Sociology |
| ****STEM Education & Learning**** \* ☐ Education Research/Administration  ☐ Science Education |
| **Select your intended audience(s): Audience** \* Select one or more options  ☐ Community College Students  ☐ Undergraduate Students  ☐ Graduate Students  ☐ Postdoctoral Students  ☐ Professionals  ☐ Mentees  ☐ Mentors |
| **Please provide a description of your session.** \* (500 words max) Description should be max. 500 words. Be sure to check for spelling/grammatical errors. |
| **What are the goals of your session?** \* (100 words max) |

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| ****Page: Talks or Panel Discussion Sessions**** |
| **Panels should be engaging and useful to the attendees. Applicants should clearly present the structure or strategy to be used, intended audience, expected outcomes of the session, each speaker’s contribution, and how they complement each other.** |
| **What is the session structure?** \* (200 words max) Please describe what teaching methods you will use to ensure participant engagement: (e.g. use pair sharing to engage participants with one another, use PowerPoint, use humor, use breakouts, use panel discussion, or any other new and innovative technique you have). |
| **Please state and describe each talk in your session:** \* (350 words max) Talks might be segments of your session that mark different topics or speakers. |
| **Please elaborate how your talks complement each other and are relevant to the topic of your session:** \* (350 words max) |
| **What are the intended outcomes for your session?** \* (100 words max) Example: “As a result of attending this session participants will leave with\_\_\_\_\_\_\_\_\_\_\_.” |

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| ****Page: Speakers**** |
| **Speakers should have experience in the field being presented and/or other qualifications to speak on the given topic(s) of the session.** **Session speakers must:**  * Attend the NDiSTEM Conference in person in Phoenix, Arizona from October 31 — November 2, 2024. * Purchase registration for the conference. * Sign the [SACNAS Code of Conduct](https://www.sacnas.org/ndistem-code-of-conduct) at time of registration. |
| **Speakers** \* Each Professional Development session **must have at least two speakers, a chair is optional**. Please collect the information for each speaker here.   | For Each Speaker (minimum 2): | | --- | | Name:  Email:  Credentials (PhD, EdD, MS, BA…):  Institution:  Department:  Job Title:  Session Role: (select all that apply)   * Chair * Presenter/Panelist * Moderator * Other: \_\_\_\_\_\_\_\_\_\_\_\_   Name:  Email:  Credentials (PhD, EdD, MS, BA…):  Institution:  Department:  Job Title:  Session Role: (select all that apply)   * Chair * Presenter/Panelist * Moderator   Other: \_\_\_\_\_\_\_\_\_\_\_\_ | |
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| **Please elaborate how each of your session's speakers are well suited in the topic of your session** \* (200 words max) |
| **Please elaborate what contribution each of your session's speakers are making to the session** \* (200 words max) |

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| Page:Diversity |
| **Speakers' representation of diversity components should include but not be limited to the following areas:**  Gender, Race/ethnic/cultural background, Institutions, Academic levels, Sectors in STEM as appropriate to the topic.  We **STRONGLY** discourage solo speaker presentations. We would only allow a session with only one speaker if that person was the only viable subject matter expert for the session topic. This would need to be clearly justified and described in the application submission. Higher weight is given to multiple speakers due to the diversity aspect of having more than one perspective. |
| **Please describe the genders represented by the speakers in your session:** \* (100 words max) |
| **Please describe the ethnic/cultural backgrounds represented by the speakers in your session:** \* (100 words max) |
| **Please describe the institutional variety represented by the speakers in your session:** \* (100 words max) |
| **Please describe the diverse career levels, disciplines, or STEM Sectors represented by the speakers in your session:** \* (100 words max) |
| **Please describe any other components of diversity represented by the speakers in your session:** (100 words max) |

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| ****Page: Submission Page**** |
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| **I acknowledge that I have read through the speaker requirements listed here and will share these details with the speakers listed in my proposal:** \* The 2023 National Diversity in STEM (NDiSTEM) Conference will take place October 31 - November 2, 2024 in Phoenix, Arizona. Session speakers are expected to meet the following requirements: ✓ Attend the NDiSTEM Conference in person. Digital speaker contributions cannot be guaranteed to be logistically successful. In the event a speaker cannot attend in person, it is recommended that their talk is pre-recorded and the video file downloaded to a USB key to play onsite.  ✓ Speakers should register at their earliest convenience. Advanced pricing rates end on June 30, Regular pricing end on September 30, and late pricing is available until November 2.  ✓ Sign the [*SACNAS Code of Conduct*](https://www.sacnas.org/ndistem-code-of-conduct) at the time of registration.  ✓ Keep the session to the 75 minutes provided.  ✓ NDiSTEM is a noncommercial forum and under no circumstances may a breakout session be used as a place for direct promotion of a presenter's product, service or monetary self-interest. Sales pitches disguised as presentations will not be considered.  ✓ Persons listed in a session proposal will be disqualified from reviewing other session proposals but are welcome to review student applications.  ☐ Yes I have read the speaker requirements and have shared them with the speakers listed in my proposal. |