**Breakout Session Proposal Worksheet**2019 Conference for Global Transformation
**LISTENING FOR FULFILLMENT**

**Submission Deadline**

Submissions are due by midnight U.S. Pacific time on October 1, 2018. You will be advised whether your proposal is accepted by November 18, 2018.

**Eligibility**

Each breakout session presenter must be a Wisdom Unlimited graduate who has attended the Conference for Global Transformation as a registered participant at least once. Presenters are expected to register for the conference by April 1, 2019, and are required to accept and abide by the agreements listed on the worksheet and submission form.

**Worksheet and Submission**Use this worksheet to prepare your breakout session proposal before entering it online. It contains all the fields you will need to fill out to complete your submission online. We recommend you edit and proofread your submission in this worksheet as the online form does not offer grammar or spell check, nor provide a word count. We suggest you keep a copy of your completed worksheet for future reference.

We select breakout sessions based on your submission so please provide enough detail so it is clear how you intend to use the hour-long session. More information is recommended than simply a concept of what you are planning. Please provide a timeline, including material you intend to present, questions you will ask, how you will engage the participants, and anything else you deem to be pertinent.

We suggest you practice your breakout session with others and fine tune your submission before submitting it online. You may find this helps crystallize your final design.

**Two types of Breakout Sessions -- Workshops and Panels**

**Workshops**

Typically led by one to three people, workshops are intended to have people inquire into topics related to the theme of the conference as expressed in the *Call for Papers and Other Contributions*. Successful sessions tend to provide access to new contexts, thinking, ideas, practices and performance regarding matters the session leaders and participants care about, are committed to, or wish to make real in the world.

**Panel sessions**

Panel sessions have three or more people giving short presentations on topics related to the theme of the conference as expressed in the *Call for Papers and other Contributions*. The presentations may be followed by questions, discussion or inquiry.

**Breakout Session Submission Form**

Items in standard text below indicate what is printed on the submission form and items in *italic text* are notes and examples.

**\*** Indicates a required field

Session Type ***\**** *[optional buttons]*

Workshop

Panel

Please know that your proposal will be accepted or declined based on the information you provide in the following five fields.

**Session Title \***

*Session title as it will appear in the program and online.*

*Example: What Inquiry Makes Available*

**Session Description - not more than 25 words \***

*Please note that copy will be edited down to size if it is more than 25 words.
Session description as it will appear in the program and online.
Example: What if inquiry were not a pastime but a muscle one could build? If it were, what would be your gymnasium?*

**What is the purpose of your session? \***

*Example: To approach inquiry as fundamental to being human, and to have people see what inquiry makes available in a particular area of life.*

**Describe the intended outcomes for participants attending this session** \*

*Example: Participants will 1) leave the session being able to see some areas of life where they are adept at inquiry and some where they are not, and 2) see actions they could take to practice inquiring.*

**Describe the design of your session** \*

*Example:*

1. *Introductions – 5 minutes*
2. *Are humans the only beings who inquire? [Sharing in room] – 10 minutes*
3. *What does it look like for you to actually inquire? [Paired sharing] – 2 minutes each*
4. *Are there some areas of life where you inquire and some where you don’t? Which ones? [Paired sharing] – 2 minutes each*
5. *Do you see differences in performance between areas where you do inquire and those where you don’t? [Paired sharing] – 2 minutes each*
6. *What actions could you take to build your inquiry muscle? [Paired share] – 2 minutes each*
7. *What do you see? [Sharing in room] – 10 minutes*

**Room Setup – all breakout rooms will be set up theater style**

**PowerPoint or other audiovisual aid will be used \***

Yes | No

**Laptop or device you will be using**

*Example: PC laptop, Mac, iPad, android tablet*

**Please describe the audio/visual aids you plan to use – slides, audio recordings or videos**

*Example: PowerPoint slide deck with embedded video*

**Are you interested in discussing the design of your breakout with a member of the Content Team if your session is selected?**

Yes | No

**Is there anything else you would like to communicate?**

**AGREEMENTS**

I will not sell, buy, or take/make an order to sell or buy any materials, goods or services in transactions with conference participants.

No sales \*

* I Agree

I will not solicit or accept a solicitation from any conference participants to add a person to the staff, membership, representatives, mailing lists, or clientele for any business or organization.

No solicitation of business \*

* I Agree

I will not solicit financial contributions by conference participants to any organization.

No fundaising \*

* I Agree

I will not offer or provide free information/services to conference participants, or arrange contacts/meetings at other times, for encouraging future business relationships for myself or my organizations

No solicitation of future business \*

* I Agree

I agree I will not present a handout, flier or business card unless it has previously been approved in writing by the Content Managers prior to the conference. The deadline for submitting handouts for approval is April 8, 2018.
Approved handouts only \*

* I Agree

**FIRST PRESENTER INFORMATION***The first presenter is the person who will receive all communications about the session, which they need to pass on to any additional presenters.
Please enter first and last names as you would like them to appear in the conference program.*

Select - None | Ms | Mr.| Mrs.| Dr.| Rev.

First Name \*

Last Name \*

Email\*

Confirm Email \*

Primary Phone Country Code \*

-Select-

Primary Phone Number \*

Secondary Phone Country Code

-Select-

Secondary Phone Number

Skype ID

Presenter's Time Zone \*

-Select-

Best Time to Call \*

Have you attended the Conference for Global Transformation as a registered participant?

Yes | No
If yes, when was the most recent year?

If no, you are not eligible to present a breakout session, but are eligible to present a poster

CGT Registration Status \*

Registered for 2018 CGT | Not Registered for 2018 CGT

*Breakout session presenters are expected to register by April 1, 2018*

First Presenter Bio – no more than100 words \*

*Please note that copy will be edited down to size if it is more than 100 words.*

How many people will be presenting your session? \*

-Select-

1 | 2 | 3 | 4 | 5 | 6 |
*Choosing the number here will make fields available for each person. On this worksheet, please copy the second presenter information, to use for additional presenters if applicable.*

**SECOND PRESENTER INFORMATION***Please enter first and last names as you would like them to appear in the conference program.*

Second Presenter Prefix

Select - None | Ms | Mr.| Mrs.| Dr.| Rev.

Second Presenter First Name \*

Second Presenter Last Name \*

)

Second Presenter Email \*

Has Second Presenter attended the Conference for Global Transformation as a registered participant?
 Yes | No

If yes, when was the most recent year?

If no, he or she is not eligible to present a breakout session, but is eligible to present a poster.

CGT Registration status \*

Registered for 2018 CGT

Not Registered for 2018 CGT

*Breakout session presenters are expected to register by April 1, 2018*

Presenter biography – no more than 100 words \*

*Please note that copy will be edited down to size if it is more than 100 words.*

***Add additional presenters by copying and pasting the section for second presenter.***