**2024 I.C.E. Exchange Proposal Form**

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| **Section: Start a new proposal** | | |
| Session Title\*  Limit: 150 characters | Each proposal must have a short, specific presentation title (containing no abbreviations) that describes the content of the session.  The session title is limited to 150 characters. |  |
| Proposal Category\*  A brief description of each category is provided. to “View Proposal Category descriptions” is provided. | Dropdown options:   * Concurrent Session * Facilitated Discussion * Lightning Learning session * E-Poster * Pre-conference Workshop. |  |
| **Section: Presenters** As the submitter of this proposal, you will serve as the main contact with I.C.E. Your responsibilities include: (1) answer any questions I.C.E. may have regarding the proposal, (2) accepting to present the session on behalf of all session presenters, and (3) confirming session information.  Before you submit, confirm in advance that the presenters listed on your session proposal are committed to speaking at the session in-person if selected.  **If you are also participating in the proposed session, you need to add yourself as a speaker below.** If you are not listed as a speaker, you will not be considered in the proposal evaluation.  **Notes about Session Speakers:**   * Proposals can include up to 4 speakers (presenters and moderators). * If you are proposing a panel discussion, select "moderator" for the individual serving in this role. * For all speakers, you will need to provide some general information (name, email, position). We recommend you click “invite” below when you are done to notify them they are added to the proposal. Doing this will allow them to complete their profile. | | |
| Presenters  \* = required | First Name  Last Name  Email  Role (presenter or moderator) |  |
| Presenter profile  Please complete as much of the information as possible and then select the 'Continue' button.  \* = required | Prefix  First name\*  Middle Initial  Last Name\*  Suffix  Office Phone Cell Phone  Fax  E-mail\*  Mailing Address  Pronouns |  |
| Personal Information | I.C.E. values diversity, equity, and inclusion at all levels of the organization. We welcome and respect the unique perspectives, opinions, and experiences of each I.C.E. member. Learn more at <https://www.credentialingexcellence.org/About/Diversity-Equity-and-Inclusion>  **Sharing this information is optional.** In support of I.C.E.’s DE&I philosophy, the Program Committee will consider this information in an effort to create the most diverse presenter population possible.   * Gender * Ethnicity   I understand that the information collected will not be identified with me personally. It may be used in statistical reports. I give my permission to use the information for statistical reporting. (Dropdown to select “I Agree”) |  |
| **Additional Individual To Be Copied on Emails** | To be copied on all submission emails.   * Name * Telephone * Email * “Not Applicable” option |  |
| Professional Information \* = required | Please provide the following information exactly as should appear on the conference materials.   * Position\* * Organization\* * Credentials |  |
| Role | * Presenter * Moderator |  |
| Organization Size: Annual Revenue | Please select the total annual revenue for all credentialing activities: |  |
| Organization Size: Number of Employees | Please select the number of full-time equivalent employees: |  |
| Previous I.C.E. Exchange Presenter | Have you ever presented at the I.C.E. Exchange before?   * Yes * No |  |
| Biographical Sketch | Provide a brief biography of no more than one paragraph in length. |  |
| Author Photo | Please upload a digital image (a high-resolution, professionally produced portrait, if possible) for use in marketing materials.  By uploading a photo of yourself, you certify that you have the right to distribute the image, and you release it for use on the program materials for the event. |  |
| **Section: Session Information**  Please provide additional details about your proposed session. | | |
| Track\* | Please select the track that best aligns with your presentation.  **Tracks Options**   * Beyond Traditional Credentials * Business of Credentialing and Program Operations * Credentialing Innovations * Data Management, Privacy, and Test Security * Marketing and Communications * Standards and Accreditation * Test Development and Psychometrics |  |
|  | If there is another track to which your presentation aligns, please select it. |  |
| ICE-CCP Content Area | Please select the ICE-CCP content area that best aligns to the content of your presentation. You can view the content areas here: <https://www.credentialingexcellence.org/Portals/0/ICE-CCP%20Exam%20Content%20Outline%203.pdf>   1. Governance and Operations 2. Test Administration 3. Assessment Development and Delivery 4. N/A |  |
| Please provide your target audience. \* | Which professionals do you see as having the most interest in this topic? (Select 1)   * C-Level * Board/Public Member * Psychometricians * Marketing * Voluntary Certification Program * Licensure Certification Program * Administration/Operations * Test Development |  |
| Please select the level of content. \* | Introductory   * Introduce terminology and basic concepts related to the topic area * Suitable for attendees who are new to this content * 101 type session   Intermediate   * More in-depth coverage of a topic and/or may focus on a specific area of credentialing * Provide guidance on implementation, application of knowledge, and/or share lessons learned * Suitable for attendees who have mastered the fundamentals of the content and would like to gain more extensive knowledge   Advanced   * Discuss technical information, new or cutting-edge developments, and/or strategic considerations * Suitable for experienced credentialing professionals, attendees who are experienced, and/or have advanced knowledge in this content area |  |
| Concurrent Session Format  *Only for concurrent session proposals* | Select the teaching format for your concurrent session. If you are proposing a different format, select "other," and briefly describe your session:   * Traditional Session (Presentation with Q&A) * Panel Discussion * Debate * Other |  |
| Session Length  *Only for concurrent session proposals* | Concurrent sessions are scheduled for 60 minutes, but requests for 75 minutes will be considered. TYPE ONE OPTION BELOW:   * 60 minutes * Prefer 75 minutes * Need 75 minutes |  |
| I.C.E. Exchange Program Description\*  Limit: 300 words | Please provide a brief description of your session to be included in the program. It should not exceed 300 words.  If your proposal is accepted, the program description will be listed in conference promotional pieces, including the website and mobile app. The program description should be written with particular attention to attracting attendees and submitted in the correct format. I.C.E. reserves the right to edit session descriptions as needed to fit in marketing materials. |  |
| Optional: Additional details on format, methods, and strategies | If you have additional information to share about your session format or topic, include it here. If you requested 75 minutes for your session, please explain why. This field is optional. Word count is limited to 250 words. |  |
| **Section: 3 Learning Objectives (Learning Outcomes)**  Provide at least 3 and no more than 5 learning objectives that are clear, measurable, and achievable.  For more information on how to effectively write objectives, review our guidance here (in the proposal system you can review tips for writing objectives). | | |
| Answer the following questions for Learning Objective 1 | Learning Objective 1\*  Complete the sentence, 'Upon completion, participant will be able to….' Use action words to begin this learning objective, such as list, describe, define, demonstrate, conduct, etc. (max 50 words) |  |
| Answer the following questions for Learning Objective 2 | Learning Objective 2\*  Complete the sentence, 'Upon completion, participant will be able to….' Use action words to begin this learning objective, such as list, describe, define, demonstrate, conduct, etc. (max 50 words) |  |
| Answer the following questions for Learning Objective 3 | Learning Objective 3\*  Complete the sentence, 'Upon completion, participant will be able to….' Use action words to begin this learning objective, such as list, describe, define, demonstrate, conduct, etc. (max 50 words) |  |
| Answer the following questions for Learning Objective 4 | Learning Objective 4  Complete the sentence, 'Upon completion, participant will be able to….' Use action words to begin this learning objective, such as list, describe, define, demonstrate, conduct, etc. (max 50 words) |  |
| Answer the following questions for Learning Objective 5 | Learning Objective 5  Complete the sentence, 'Upon completion, participant will be able to….' Use action words to begin this learning objective, such as list, describe, define, demonstrate, conduct, etc. (max 50 words) |  |
| **Section: Session Delivery**  Your responses to the following questions help inform the Program Committee's planning and decision-making. | | |
| Other Session Format\* | If your session is not selected for your submitted session format, would you be willing to present in another format? Select all types you are willing to present:   * Concurrent Session * Lighting Learning (15-minute presentation with slides) * E-Poster * Facilitated Discussion (60 minute session with no AV) * Preconference Workshop |  |
| Present as a Jump Start\* (early-morning session) | If you are selected for a concurrent session, are you willing to present your session as a Jump Start session (hosted in the early morning, typically starting at 7:00 am)? |  |
| Keyword | Please provide 1-2 keywords that capture the main topic of your session. |  |
| Previously Presented | Did you previously present this session or will present it before November 17, 2024? If yes, share where below. |  |
| Unique Work\* | Please confirm that this is your unique work. |  |
| Agreement\* | By submitting this proposal, you agree to the I.C.E. Exchange presenter agreement. <https://www.ice-exchange.org/Program/Speakers/Exchange-Presenter-Policy> |  |