NAPO2016
Submission Site Instructions

We are eager to receive your proposal for the NAPO2016 Conference and Organizing Expo! Please be sure to read all of the information on the NAPO2016 **Call for Submissions page** and the instructions below before proceeding to the submission form.

To expedite the submission process, below is a list of the speaker and proposal information that will be requested throughout the process. Please use this list to gather the necessary information for you to submit a COMPLETE proposal.

ALL SUBMISSIONS MUST BE SUBMITTED VIA THE SUBMISSION SITE AND COMPLETED NO LATER THAN FRIDAY, AUGUST 21, 2015 BY 11:59 PM EST

SUBMISSION RULES
1. **All** submissions must be entered through the submission site. NAPO will not accept submissions in any other format *(paper, fax, email, etc.)*
2. In order to be considered, submissions are due in their entirety on **Friday, August 21, 2015**. Submission components *(videos, descriptions, objectives, etc.)* that are sent to NAPO HQ after the submission site closes **will not** be sent to the Conference Program Committee to be included in the review process.
3. *NEW:* There is a two (2) submission limit per speaker. This limit also includes speakers who are participating in panel discussions and those who are not the primary presenter.

SUBMISSION INFORMATION
Important - Be sure to enter all of the required information listed below or your submission will be considered incomplete. Incomplete submissions are **NOT** sent to the committee for review.

1. Session Title (8 words or less)
2. Submitter's Email
3. **Choose the conference track that applies to your session: (Check One)**
   Organizing and/or Productivity *(transferable skills, best practices)*
   Specific Needs Clients (*hoarding disorder,ADD/ADHD, seniors*)
   Business Growth/Marketing/Leadership
   Trends/Tech/Social Media
   Special Interest Group

4. **This session provides information on the following topic: (Check One)**
   - Paper Management
   - Electronic Information Management
   - Productivity Tools
   - Time Management
   - Advanced/Graduate Level Classes

5. The primary conference objective is to provide conference attendees at all levels with content-rich programming of the highest caliber. In particular, sessions presenting information on Organizing and Productivity Skills should focus on industry "best practices." While we strive for a good mix of general and advanced sessions, advanced sessions are becoming more in demand. **This session provides information at the following level: (Check One)**
   General:
   - For individuals with limited or no prior knowledge or experience of the subject area
   - Helps veterans and new organizers learn about the subject area
   - For individuals new to the field, just learning or starting out
   - For individuals seeking to learn the fundamentals about a subject area

   Advanced:
   - For individuals with greatly developed knowledge and seeking to heighten their knowledge and move ahead in the subject area
   - For individuals seeking information to aid in the growth or progress of knowledge
   - For individuals seeking the most up- to-date knowledge in the subject area
   - For individuals who could be deemed an expert in the field

   It is important to note that although a session is listed as General or Advanced, the sessions are open to veterans and new organizers. The level applies to their knowledge or comfort level with the content, not necessarily years of experience. For example, someone with 20 years of experience in organizing but no experience with social media marketing, would want to attend a general level session for that topic. Someone who is new to the industry who has a lot of experience in technology might attend an advanced technology session but a general organizing and productivity session.

6. **Session Objectives:** List a minimum of three (3) and a maximum of five (5) learning outcomes for this presentation (i.e., after attending this session, participants should be able to...). *This content will be used for all conference related material should your session be chosen. Please be sure to write them clearly and check for proper spelling and grammar.*

7. **How will you engage the audience?** (Lecture, small or large group discussions, case studies, interactive presentation, mind maps, info-graphics, etc.) (Up to 100 words)

8. **How will your submission be relevant to the organizing and productivity profession?**

9. **Enhanced Concurrent Session:** Please check here if you would like to be considered as a presenter for a new enhanced concurrent session the afternoon of Saturday, 5/21/16. This concurrent session will be more in-depth than a regular concurrent session and will provide the attendee with a hands-on experience that will dig deep into a single subject matter. Participants will walk away with a tangible tool they can use in their business immediately (e.g., business plan, strategic plan, intake assessment, etc.). To be considered for one of these five prestigious slots, you will need to provide a draft of the tool that you will provide attendees with your submission (not the final PowerPoint presentation).

10. **Create a video about your session:** A short (no more than 2 minutes) video about your presentation is **required** with your submission. The video is highly influential in committee selection as it provides a true feel of how you present yourself. If your proposal is accepted this will be used to market your presentation.

    Video Requirements: (THERE WILL BE **NO** EXCEPTIONS FOR LATE VIDEO ENTRIES. ALLOW AMPLE TIME FOR UPLOADS AND EDITS BY FRIDAY, AUGUST 21, 2015 BY 11:59PM EASTERN TIME.)
    - Video must be created specifically for your presentation – videos submitted from previous engagements or highlight reels will not be accepted.
    - Video title should be your session title and the words NAPO2016
    - Include session learning objectives
    - Video description should be your session description
    - Videos should be between 1 and 2 minutes in length
    - The video should be uploaded to your YouTube channel and marked **"Public."** *If you are not sure how to change the settings on your video, watch this short tutorial: https://www.youtube.com/watch?v=cys3EzID45w.*

Additional tips for YouTube Videos:
- Co-Speakers who live in different cities have submitted successful videos with one speaker live and one on Skype
- Panels: the entire panel does not need to appear, 1 or 2 people is sufficient *(Please note: You will still need to provide information for all panelists in the speaker information section and should list them all in the video description.)*

Below are links to sample videos from our NAPO2013 presenters. These are a great representation of what we are looking for...
- http://www.youtube.com/watch?v=IZ0Ajmo2ZJ8 – Panel
- http://www.youtube.com/watch?v=Y8fMw-9vmt8 – Two speakers
- http://www.youtube.com/watch?v=NBoGIdCpbxY – One speaker

If you do not submit the required video, or fail to meet the above requirements, your submission will automatically be disqualified, and not considered for selection.

SPEAKER INFORMATION

All of the questions below pertain to the main speaker(s) of the proposed session. Speakers can now search by email address to auto fill the speaker information section. Before you enter your

information, you will first search for your name. If there is a match in the system, you can continue your submission or edit your information if necessary.

Personal Information
- First Name & Middle Name or Initials
- Last Name
- Credentials/Designation (i.e. CPO®, CPO-CD®)
- Please enter your Business Name or Organization along with the address and contact information (*if you were already in the system, you will choose your affiliation/company at the bottom of the page and confirm that the information is correct or make necessary updates.*)
- E-mail Address
- Alternate E-mail Address
- NAPO Member Since (A drop down box will list years to choose from) If you are not a NAPO Member, select, "Not a NAPO member".
- Are you a member of any of the following NAPO Affiliates? (CHECK ALL THAT APPLY)
    - Institute for Challenging Disorganization (ICD)
    - National Association of Senior Move Managers (NASMM)
    - POC
    - Australasian Association of Professional Organisers (AAPO)
    - Japanese Association of Life Organizers (JALO)
    - Dutch Association of Professional Organizers (NBPO) - *Netherlands*
    - National Association of Organization and Productivity (ANPOP) - *Brazil*
    - Association of Personal Photo Organizers (APPO)
    - Children and Adults with Attention-Deficit/Hyperactivity Disorder (CHADD)
    - OTHER
- Check box if you are a member of the National Speakers Association (NSA).

Prior Experience
- Year you started in the organizing and productivity industry (A drop down box will list years to choose from). If you are not in the organizing and productivity industry, select "N/A"
- If you are not in the organizing and productivity industry, what industry do you represent?
- Please list the number of years you attended NAPO conferences
- Have you spoken at a previous NAPO Conference, NAPO Regional Conference or Institute for Challenging Disorganization (ICD), or International Federation of Professional Organizing Associations (IFPOA) member Conference?
- If you have spoken at a NAPO Conference, NAPO Regional Conference or ICD, or IFPOA member Conference before, please briefly state when, where and your topic.
- How did you learn about NAPO?
- Brief Biography (Not to exceed 50 words and will be used in conference promotional materials should your session be chosen)
- List up to 10 of your relevant speaking engagements.
- References

- List three (3) references from previous speaking engagements
- Provide contact name, phone number and e-mail address
- What additional resources related to you and your topic should attendees know about (books, articles, web links, etc.) If you include web links, be sure to test them before submitting your proposal.

Social Media Information

Please provide NAPO with your Twitter handle, Facebook page URL, LinkedIn profile URL, Website URL, and Blog URL. *(This is the contact information that will be used on the website and conference mobile app.)*

Additional Speakers can be added after you've confirmed the primary speaker's information and checked that you read and agree to the speaker benefits.

SESSION DESCRIPTION

Submit a brief description of your session in 75 words or less. You will be able to copy and paste the description. If your submission is accepted, this description will be used in conference promotional pieces. It is very important the description accurately describes what attendees can expect to learn/gain by attending. Please be sure to review it for proper spelling and grammar.

SESSION ASSIGNMENT

Each concurrent session time block consists of five concurrent sessions, one for each conference track. Session times are assigned by the Conference Program Committee based on the tracks and available time slots. Although we do not take requests for specific days, consideration is made for religious holidays or observance days. If you cannot present on a specific day of the conference for religious reasons, you will be able to indicate this in your submission.

You will be required to agree to these terms before submitting your proposal.

IMPORTANT NOTE: *This information is being collected for purposes of scheduling only and will only be referenced if your submission is selected. It is not a means of disqualifying your submission.*

CONFIRMATION

Once you have completed the process, you will see the following message:
Review your submission – You have submitted the following proposal for the NAPO2016 Annual Conference & Organizing Expo. Receipt of this notice does not guarantee that your submission was complete, free of errors, or accepted for presentation. Any changes to your submission will need to be made by **Friday, August 21, 2015 by 11:59 PM EST**. Incomplete submissions will not be considered by the committee.