

# Session Information

WELCOME - submitting to the USITT 2024 Conference and Expo

USITT encourages sessions that offer ETCP or AIA LU | HSW credits.

In addition, we are committed to sessions that prioritize [USITT's Mission, Core Values and Vision](#).

## Session Title **[REQUIRED]**

Please be as clear and specific as possible and confirm the title accurately conveys session content.

For example, "Making AV Equipment ADA Accessible for Hotel Meetings" is better than "AV for Everyone."

**DO NOT** use colons, dashes, or subtitles

## Type **[REQUIRED]**

The session type is driven by *how* you plan to deliver the session content. Moderating a conversation? Leading them in practicing a skill?

Sessions will be limited to 4 speakers/panelists/chairs per session. Standard room set-ups allow for only 4 chairs on stage. Sessions that require additional presenters will be considered according to format and needs.

Select one of the following options. Hover over each for a description.

[clear selection](#)

- Roundtable Discussion
- Hands-On Lab
- Conversation/Interview
- Conversation/Panel
- Roundtable Discussion
- Hands-On Lab
- Studio
- Micro-Session
- Meeting
- Reception
- PDW (Professional Development Workshop)
- Tour

## Would you like to request F&B for this event?

[clear selection](#)

- Yes
- No

## What type of Food and/or Beverage?

- Non-Alcoholic drinks only
- Bar
- Boxed Lunch
- Breakfast Buffet
- Appetizers/Snacks
- Coffee/Tea
- Other

## Preferred room set up

Hover over titles for description.

[clear selection](#)

- Classroom
- Theater
- Lab
- Group work/Round table (6 attendees per group)
- Hollow square
- Reception
- Other

#### Additional technical or room set up needs

Standard room setup includes 4 chairs, 4 tabletop microphones, screen, and projector and a HDMI cable running from the projector to the presenter table.

Public Wi-Fi is available in the building. Ethernet and/or additional power needs may be available for an additional fee.

Hover over bold title for description.

- Power
- Flip Chart
- Other

#### Track(s) **[REQUIRED]**

Please choose **ONE** track for the supporting commission to review. Cross listings will be addressed at later time. Exhibitors **MUST** select Exhibitor track.

You can select up to 1 items.

[clear selection](#)

- Architecture
- Costume Design & Technology
- Digital Media
- Education
- Engineering
- Inclusion
- Exhibitor
- International
- Lighting Design & Technology
- Management
- Regional
- Safety & Health
- Scene Design & Technology
- Sound Design & Technology
- Technical Production
- USITT Meetings & Special Events

#### Are you with a USITT exhibiting company, affiliate, ally, or partnering organization?

Please include your information below.

#### Session Description **[REQUIRED]**

This description should be detailed and specific. **Adding placeholder text (ie. TBD, TBA) will eliminate your proposal from being considered.** A minimum word count is required, please describe the content beyond the title. If submitting a hands-on lab or studio, describe the activities included in the session.

If the session is accepted, **this is the long form description that will appear publicly.** A clear, detailed, grammatically correct description should express the obvious relationship between your title, description, and takeaways.

This session may qualify for professional development credit **[REQUIRED]**

- No
- ETCP
- AIA
- Other

Supporting Information **[REQUIRED]**

In support of your submission, expand on what elements will make your content stronger than similarly themed proposals? i.e. timeliness, industry wide interest, subject matter experts, presenter qualifications.

Explain how this session will support USITT's core values of Inclusion, Excellence, and Responsibility through its content or speakers? **[REQUIRED]**

Refer to our mission statement for more information: <https://www.usitt.org/about>

Ability Level **[REQUIRED]**

We welcome proposals of all levels but USITT members are particularly interested in intermediate and advanced content pertaining to industry leading standards.

[clear selection](#)

- Reception/Meeting
- Foundational
- Roundtable
- Intermediate
- Advanced

Please use **SAVE** button to capture changes when editing existing submissions.

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