

PROPOSAL SUBMISSION FORM



- Required steps are noted with a red asterisk (*) and must be completed before submitting your proposal.
- Word and character limits are highlighted in light blue.
- Help text is marked in *italics*.

PART 1 - Submitter Information

1. *Are you a presenter for the education program or conference session that you are proposing? *Please note, up to four presenters can be associated with a session (or one submitter and four presenters).*

Yes, I am a presenter

No, I am submitting on behalf of the presenter(s)

2. *First Name

3. *Last Name

4. *Primary Email - *If you are submitting for a conference session, please use the same institutional or organizational email address that you plan to use when registering for the conference.*

5. *Best Phone Number - *This will only be used if we need to contact you in relation to your proposal.*

6. *Position/Role

7. *Organization

8. *City & State

9. *Country

10. Brief bio. *Please include a 1-paragraph bio if you will present. This text will be used for promotional purposes so please make sure to check for accuracy and spelling errors.*

11. What experience or expertise do you bring to this session? [Limited to 200 words.](#)

12. *How many presenters are associated with this session?

- (1) Just me
- (2) Myself and another presenter
- (3) Myself and two more presenters
- (4) Myself and three more presenters

13. *Are you or any of your co-presenters affiliated with MPL Association? For the conference, we give preference to submissions featuring people associated with member organizations and we don't accept proposals submitted by or featuring non-member businesses. For webinars, at least one presenter is required to be affiliated with an MPL Association member organization.

- Yes
- No
- I am not sure

PART 2 - Proposal Details

1. *Select the **type of educational program** you wish to propose. (Pick 1)

Forum or Workshop Session (30-45 minutes)

If yes, which Forum or Workshop would be the best for your educational session?

Concurrent Conference Session (60 minutes)

Learning Lab (60 minutes)

Webinar (60 minutes)

2. **Event Preference** – Please indicate all of the events you feel this content may be suitable for:

MPL Conference

MPL Webinar series

Claims Defense Forum

Claims Risk Management/Patient Safety Workshop

Dental Liability Forum

Finance Forum

HR Forum

IT Forum

Marketing Workshop

Underwriting Workshop

3. ***Title** - Limited to 65 characters.

Please follow [APA guidelines](#) for capitalization of titles (i.e., capitalize the first and last word and other words with four letters or more). Each proposal must have a short and specific presentation title that indicates the nature of the presentation.

4. ***Description - Limited to 400 words.**

Provide a summary description of your proposal. If your proposal is accepted, this description will be edited and shared with attendees and used for marketing purposes. Please remember that planned content must be educational and based on a relevant topic, concept or idea, not a product or service. MPL Association does not allow sales pitches during presentations.

5. ***Provide a one-sentence summary - Limited to 120 characters.**

This summary will appear in search engine results and could start with "This session/webinar/virtual workshop/online course...". For example: "This session introduces ways MPL professionals can...."

6. ***Has this content been presented previously? If so, when and in what context?**

7. ***How will you make the proposed educational program **engaging and connect** to the specific work of the MPL community? Limited to 200 words.**

How will you organize your session to ensure that attendees take away meaningful insights and information that is readily applicable to them? Describe any interactive elements (beyond the standard Q&A) that will help accomplish this goal. If a particular room set up (e.g., round tables or theater style seating) is better suited for your session, let us know here.

8. *What is **new, innovative, unique or special** about the proposed educational program that will meaningfully advance the conversation about its subject and capture the interest of attendees with experience and expertise on this subject? [Limited to 200 words.](#)

9. *Choose one **primary Topic Area**

Topic areas describe the focus of your proposal and help participants find programs that are relevant to their interests.

- Claims
- Clinical/Healthcare
- Finance
- Financial Information
- Government/Public Policy
- International
- IT/Technology
- Leadership
- Legal
- MPL Industry Fundamentals
- Reinsurance
- Risk Management/Patient Safety
- Staffing/Workforce
- Underwriting

10. *Identify one **Level** for your proposed session. MPL Association defines each level as follows:

- Introductory** - Material covered is foundational in nature and sessions are designed for attendees who have no prior background or are just starting in the domain of practice presented in the session.
- Intermediate** - Material is designed for participants who have a working knowledge of the topic and a few years of experience in the domain of practice.
- Advanced** - Material is designed for participants who have a detailed knowledge of the topic and specific experience applying or using this knowledge in a professional capacity over a long period of time.

11. *Intended **Audience(s)** (Pick multiple):

If your proposal is accepted, MPL Association will select the event, date and time.

- Claims/Risk/Patient Safety professionals
- Clinical professionals
- C-suite executives
- Finance - chief financial officers, chief investment officers
- Governance - corporate board chairs and board vice chairs, directors and key committee leaders
- Insurance - medical professional liability insurance underwriters of every level of experience
- IT - chief information officers, systems administrators and analysts, database specialists
- Legal - defense counsel, corporate attorneys and legal staff
- Marketing - medical professional liability marketing, sales, business development, and communications professionals
- Reinsurance brokers and reinsurers

PART 3 - Presenter Information

Enter information about your co-presenter(s) or, if you are submitting on behalf of others, the presenter(s). **Please do not enter your own information again on this page.** Note that up to four presenters may be associated with a proposal (or one submitter and four presenters). Please double check that the email addresses provided are correct.

The presenters added on this page will receive an email notifying them that they were included on this proposal.

*Presenter 1 - First Name

*Presenter 1 - Last Name

*Presenter 1 - Primary Email

*Presenter 1 - Best Phone Number

*Presenter 1 - Position/Role

*Presenter 1 - Organization (Please include the full name of the institution or organization rather than abbreviations or divisions of the organization.)

*Expertise for this presenter:

An intermediate-level professional (5 years or more)

An advanced-level professional (10 years or more)

Presenter 1 - Brief bio. *Please include a 1-paragraph bio. This text will be used for promotional purposes so please make sure to check for accuracy and spelling errors.*

*Presenter 2 - First Name

*Presenter 2 - Last Name

*Presenter 2 - Primary Email

*Presenter 2 - Best Phone Number

*Presenter 2 - Position/Role

*Presenter 2 - Organization (Please include the full name of the institution or organization rather than abbreviations or divisions of the organization.)

*Expertise for this presenter:

An intermediate-level professional (5 years or more)

An advanced-level professional of sustainability in higher education (10 years or more)

Presenter 2 - Brief bio. *Please include a 1-paragraph bio. This text will be used for promotional purposes so please make sure to check for accuracy and spelling errors.*

*Presenter 3 - First Name

*Presenter 3 - Last Name

*Presenter 3 - Primary Email

*Presenter 3 - Best Phone Number

*Presenter 3 - Position/Role

*Presenter 3 - Organization (Please include the full name of the institution or organization rather than abbreviations or divisions of the organization.)

*Expertise for this presenter:

An intermediate-level professional (5 years or more)

An advanced-level professional (10 years or more)

Presenter 3 - Brief bio. *Please include a 1-paragraph bio. This text will be used for promotional purposes so please make sure to check for accuracy and spelling errors.*

*Presenter 4 - First Name

*Presenter 4 - Last Name

*Presenter 4 - Primary Email

*Presenter 4 - Best Phone Number

*Presenter 4 - Position/Role

*Presenter 4 - Organization (Please include the full name of the institution or organization rather than abbreviations or divisions of the organization.)

*Expertise for this presenter:

An intermediate-level professional (5 years or more)

An advanced-level professional of sustainability in higher education (10 years or more)

Presenter 4 - Brief bio. *Please include a 1-paragraph bio. This text will be used for promotional purposes so please make sure to check for accuracy and spelling errors.*

*What relevant experience or expertise do the presenters bring to the session?

Limited to 200 words.

PART 4 – Submit

Once all steps are completed, send this form to Meetings@MPLassociation.org.

Conference notifications will be sent by September. **All accepted conference presenters will need to register for the conference to confirm** their participation by the registration deadline.

Questions?

Please visit the MPL Association [website](#), the [FAQ Page](#) or email Meetings@MPLassociation.org with any questions regarding this Call for Proposals.

Thank you and we look forward to your submission!