**Annual Conference Presentation Submission Process**

This form is meant to guide you through the URMIA Annual Conference Call for Presentations process **ONLY**.

To submit your presentations topic information, visit our “Call for Presentations” website and select, *submit your abstract online!*

**Session Details**

**Proposed Title**

**Description**

**Length of Presentation** (Please select one)

* 30 minute Flash Session- *30 minute flash session allows for narrowly focused deep dive on a subject OR allows attendees the opportunity to gather a lot of information in a short time span. 1 PRESENTER ONLY. Affiliates may participate in this session type, no institutional partner required.*
* 60 minutes
* 75 minutes

**Learning Objectives** (please list 2 to 3): Please respond “As a result of participating in this session, attendees will….” and list 2-3 takeaways.

**Intended Audience**: (Please select one)

* Basic (0-2 years of higher education risk management experience)
* Intermediate (3-8 years of experience)
* Advanced (more than 8 years of experience)

**Submission Track** (Please select one) *Full descriptions of the categories are located on our URMIA Annual Conference Call for Presentations web page.*

* + Enterprise Risk Management
  + Athletics Risk
  + Compliance Risk
  + Financial Risk
  + International Risk
  + Student Risk
  + Technology Risk
  + Other

**Format**: Please select one

* + Lecture- 1 person presenting (lectern at front of room)
  + Panel- 3-4 presenters (lectern and table seating up front)
  + Workshop- Table Top activities may be included (lectern up front of room)
  + Other, please explain

**Will your session be interactive? If so, please explain.**

**The URMIA standard Audio Visual set up will include the following. Crescent round tables to maximize networking and facilitation, podium, computer, projector, screen, one wireless lavaliere microphone, one wired microphone, and a table with 2 chairs. Please indicate here if your needs are different.**

**Have you presented on this topic before?**

**If you have presented on this topic before, please indicate where and for whom**.

**Speaker Details**

**Speaker #1 (Coordinating Speaker):** Name/Title/Organization/Email/Phone

**Speaker #1 Biography:**

**Speaker #2:** Name/Title/Organization/Email/Phone

**Speaker #2 Biography:**

**Speaker #3:** Name/Title/Organization/Email/Phone

**Speaker #3 Biography:**

**Is there any additional information you would like the programming committee to know about this submission?**