



## Submission Guidelines & Required Information

URMIA's 52nd Annual Conference | October 16 - 20, 2021

Annual conference sessions offer an excellent opportunity to share your insights, expertise, and successful practice of higher education risk management. We invite any URMIA institutional and affiliate member, plus others, to submit presentation proposals for the upcoming annual conference to be reviewed by a committee composed of URMIA members.

***Please read the information in the [Call for Presentations](#), this document, and the requirements outlined in the submission form itself to help you develop a successful proposal.***

### **Your Availability**

Accepted presentations will be scheduled during the conference on Monday, October 18; Tuesday, October 19; or Wednesday, October 20. URMIA will have discretion to schedule your presentation on any of these dates to create a balanced schedule and will share that information upon acceptance of your submission this spring. *You must be available on all these dates.*

### **Know Your Audience**

Most annual conference attendees primarily are risk management practitioners from two- and four-year institutions of higher education located primarily in the United States. These institutions may be large or small, public or private, and may have a research, specialty, religious, medical, or other identity. Attendees also include international higher education risk managers representing Canada, Europe, Australia, and other global locations. Attendees also include URMIA's [affiliate members](#) who serve risk managers in the higher education sector.

We seek to provide sessions to meet attendees' needs wherever they are in their careers and whatever their roles. We provide session filters to help attendees select sessions by subject track, URMIA's core competencies, and level of experience. You will be asked to select appropriate filters for your presentation.

### **Submission Form Required Information**

We strongly encourage you to use this document to prepare your responses *before* you start to fill out your submission form. This gives you a chance to understand what information the online form requires and draft descriptive sections within required character limits. In short, what you draft now can be copy-pasted into the form, making the process of submitting your presentation proposal much easier. *Please note that all sessions will be edited as necessary before publication.*

## **PRESENTATION ABSTRACT: page 1 of form**

### **Submission Title (maximum 80 characters)**

An effective title clearly and concisely conveys the topic, especially on a mobile device. If you must use a subtitle, please put the less important piece of information about your session in the subtitle. Note the maximum number of characters.

### **Session Summary/Description (maximum 475 characters)**

This is a critical part of your submission. It is for describing the topic and how the content is going to be presented, including interactive elements of the session. This is *not* where you put the session's learning objectives; it is where you describe the topic and what to expect in interactive learning experiences. You will have an opportunity on page 2 of the form to be more specific about your session's interactives (e.g., group work, Q&A, live polling, table-top exercise, demonstration, panel, etc.). If you use an acronym, please spell out what the acronym references in the first use. Please run a grammar/spell checker on your description before you submit. Note the maximum number of characters.

### **Coordinator Name & Contact Information**

This may or may not be one of the presenters, but it is URMIA's main contact for questions and coordination.

## **PRESENTATION DETAILS: page 2 of form**

### **Learning Objectives**

Provide 2-4 concrete takeaways from the perspective of session attendees. Think "As a result of this session, attendees will . . ." Start each with a verb (e.g., Learn, Discover, Acquire, Build, Understand, Take away, Find out how, See, etc.).

### **Type of Submission**

- URMIA has multiple educational channels. Check what type of conference presentation you intend:
  - Annual Conference - Flash Session – limited to one presenter only (30 min.)
  - Annual Conference - Preconference Workshop with Prior Registration (3-8 hours)
  - Annual Conference - Breakout Session (60 min.)

Also include other educational channels of possible interest to you:

- URMIA Insights article
- URMIA Matters podcast
- Stand-alone, interactive webinar presentation (ON24)
- Stand-alone virtual roundtable facilitator (Open mics and webcams for audience on Zoom)

### **How will your session be interactive? Check all that apply.**

- Group work or discussion
- Live polling
- Panel with Q&A
- Roundtables
- Table-top exercise
- Demonstration
- TED-style talk with multiple presenters on one topic
- Lecture with Q&A

### Interactive Details Box

Please explain more about your interactive session and AV needs. We are looking for interactive presentation styles that will appeal to adult learners of all ages and styles. In addition, some 2021 annual conference sessions will be available as a virtual experience, so please consider the needs of remote learners, too. Also, let us know if you have special audio visual or room set-up needs.

\* *The URMIA standard audio visual set up will include the following: podium, computer, projector, screen, one wireless lavalier microphone, one wired microphone, and a head table with two (2) chairs. Your room set may vary depending on the types of sessions presented in your assigned room (e.g., classroom, theatre, or rounds).*

### Core Competencies

Please select the core competency and sub-competencies from [URMIA's Core Competencies for Higher Education Risk Managers](#) that align best with your proposed topic.

### Intended Audience

Indicate whether your content will be basic, intermediate, or advanced level of higher education risk management expertise.

### Prior Presentations on Topic

#### PRESENTER DETAILS: pages 3 and 4

Up to four presenters may be entered in the form. These details for each presenter are required:

Full Name:

Exact Title:

Full Name of Organization:

Email:

Phone (including area code and, if applicable, extension):



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