



# Call for Sessions FAQ

## Dates and Deadlines

- **Submission deadline Wednesday, May 15, at 11:59 p.m. ET.** (Late submissions will not be accepted. No exceptions.)
- **Submission selection notifications:** Mid-June
- **Submission acceptance:** Within five business days of the offer date
- **Selected speakers are required to be available between September 25–27, 2024, in a virtually compatible environment.**
- **Selected speakers will be notified of their assigned session time slot approximately four weeks prior to the conference.**

## Audience

- Conference attendees seek innovative content and learning opportunities that reflect current challenges, solutions, concepts, and trends in the editing industry.
- Attendees of this conference are employees or various management and leadership levels from organizations of all sizes, and owners of their own editing businesses. They are responsible for decisions that affect marketing, communications, social media, technology of editing, and interdisciplinary relationships within their sphere.

## Instructional Design

ACES seeks proposals that reflect sound adult-learning principles, and all must be inclusive and appropriate for ACES' diverse community. To deliver exceptional learning experiences, preference may be given to proposals that demonstrate an ability to:

- Reflect innovation and cutting-edge content.
- Target new, mid-career, or seasoned professionals in the editing industry.
- **Stimulate and provoke discussion and audience engagement.**
- Facilitate knowledge transfer and development of new competencies.
- Provide diverse approaches for different types of learners.
- Present a business case with evidence supported by research or data.
- Provide concrete examples and relevant takeaways that can be utilized immediately.
- Use methods that draw out relevant past knowledge and experiences.
- Motivate learners with goal- or outcomes-focused design.
- Demonstrate relevance of lessons through “real-life” case studies as they relate to the current environment.



## Topic Areas/Content Focus

As you plan your proposal submission, please consider the topic areas listed that are focus areas for the conference program. Proposals may go beyond those suggested focus areas if they are related to the broader topic at hand. While proposals may address more than one area, you must select one that fits best.

**Words and Language** – topics dealing with language, meanings, and styles.

**Core Skills** – topics dealing with grammar, syntax, tools, and techniques for editing.

**Business of Editing** – topics dealing with running your own business, client management, fiscal management, marketing, and networking.

**Panel Discussions** – may relate to any one of the topic areas across any industry within the editing community. Panels should have three to four members.

## Knowledge Levels

ACES organizes content into three knowledge levels: **Introductory**, **Intermediate**, and **Advanced**. For learning programs, these levels relate to any prerequisite learner knowledge, instructional techniques employed, and complexity of the learning objectives.

**Introductory:** Intended for those just beginning in the editing industry, regardless of past professional experience.

**Intermediate:** Intended for those in mid-level career positions within the editing industry

**Advanced:** Intended for those in the peak of their careers, holding senior positions, or seasoned consultants with considerable experience within the editing industry

## Submission Requirements

- **All proposals must be submitted using the online form, no exceptions.** You can submit up to two (2) proposals. Upon submitting a proposal, you will receive an automatic confirmation for your records if it is submitted successfully.
- **Limit to one engagement.** ACES promotes diversity of thought, and each content leader will be limited to presenting or co-presenting one session only. Exceptions may include panel discussions and ACES reserves the right to make or deny such exceptions.



- **The primary point of contact (contact) is the person submitting the proposal.** ACES will communicate with the contact for all communications, including notifications and deadlines, who must share information as needed with co-leaders/panelists.
- **All proposed content leaders within a proposed session must be listed.** The maximum is four (4) for the purpose of panel discussions and two (2) for co-presenting a session.
- **Use clear, inclusive language.** Session and workshop proposals require clear and concise titles, persuasive outcomes-focused descriptions, and three action-oriented learning objectives. ACES retains the right to modify titles and descriptions during copy editing for marketing purposes.
- **Use attributions when appropriate.** Used effectively, quotations can provide important evidence or clarity to explain your session idea. Excerpts used ineffectively, however, without attribution are unacceptable and will result in your proposal being excluded from review or acceptance.
- **Avoid all commercial bias.** Except for industry sponsored sessions, content perceived by attendees as commercially biased (including the use of client examples or proprietary tools/models) is unacceptable. ACES requires that any person in a position to influence or control content disclose all relevant financial relationships and/or commercial interests at the time of proposal submission. Any submission that is not educational in nature, neutral, unbiased, and free of commercial motive/intent will not be accepted. If accepted, those in violation of this policy may forfeit future speaking opportunities.
- **Adhere to published deadlines.** If accepted, content leaders must be committed and responsive to working with ACES to deliver exceptional service by adhering to deadlines, including submitting program materials not less than one (1) month prior to the start of the conference for review/approval and inclusion in the conference app and website.
- **Observe intellectual property rights.** The contact must ensure that information, illustrations, and images contained in presentations, related materials, or visual aids shall be factual and not be misleading and will not violate the intellectual property or copyrights of any third party. Written documentation of ownership or permission must be provided upon request and is required for all video and television/film related imagery.
- **All accepted proposals will undergo a general overview by the [ACES Diversity, Equity, and Inclusion Advisory Committee](#),** in order to ensure they align with our commitment to these values.



- **All selected speakers will receive a speaker discount code for a complimentary conference registration.** All speakers are required to register for the conference and engage in [Whova, the conference app](#) (mobile-, desktop-, and tablet-friendly).
- **Follow the [ACES Style Guide](#)**, which is based on the [AP Stylebook](#).
- **All selected presenters must agree to [the ACES Code of Conduct](#).**

Thank you for your time and the opportunity to share your thought leadership, and passion for the editing community.

If you have questions, please reach out to [sessions@aceseditors.org](mailto:sessions@aceseditors.org).