



GHC 23 CFP Checklist

Use the following checklist to ensure your GHC 23 session proposal is the best it can be. See the [call for participation page](#) for more information.

† Denotes a field that is not included on every submission form. Ignore if not relevant to you.

Session Information

- Title
 - *Written for attendees.*
 - Clear and direct. Attendees can understand the general idea of the session without reading the description.
 - Formatted in title case where major words are capitalized and most minor words are lowercase. (Example: “Developing Community for Women in Tech Education”)
 - 100 characters or less.
- Description
 - *Written for attendees.*
 - Clearly states the session topic and what attendees can expect from the session.
 - Finalized and ready to be displayed in the conference agenda.
 - Written in narrative form with full sentences and paragraphs.
 - Plain, concise, and inclusive language is used.
 - Jargon is avoided or defined.
 - Acronyms are spelled out.
 - Speakers are referred to by name or in third person. (Example: “Janelle Doe will...” or “they will...”)
 - Between 1,000-2,500 characters.
- Keywords †
 - Provide additional context about what the topic is about.
 - No more than 3 keywords have been selected from the dropdown list.
- Prerequisites †
 - *Written for attendees.*
 - Explains what knowledge or experiences attendees need in order to get the most out of the session.
 - Written in full sentences. (Example: “Attendees should know how to make a commit to Git.”)
- Experience Level †
 - Helps attendees better understand the experience level of the proposed session.
 - Beginner: Attendees know very little about the topic or have no notable experience with it.



- Intermediate: Attendees have studied the topic and have some experience.
 - Advanced: Attendees have experience in the topic and may be considered an expert.
- Learning Objectives †
 - Written for reviewers.
 - Describes information, skills, behaviors, or perspectives that attendees will gain from the session.
 - Observable, measurable, and actively accomplished by attendees. (Example: “Distinguish classes from objects” or “Model problems by using OOP concepts.”)
- Activities †
 - Written for reviewers.
 - Describes the activities attendees will be guided through during the session.
 - Lists supplies attendees are expected to have in order to participate. Example: (“Laptop with package files installed.” or “Notebook and pen.”)
- Scale †
 - Written for reviewers.
 - Describes how session plans are flexible and can accommodate varying numbers of attendees.
- Panel Details †
 - Written for reviewers.
 - Illustrates how bringing the proposed group of speakers together will create a lively discussion.
 - Describes core point of contention.
 - Notes panelists’ diverse background and experiences.

Speaker information

- Primary Contact
 - A single person who is responsible for coordinating the session and distributing communications between AnitaB.org and the speaking team.
 - Name and email address are entered on both the Session Info and Speaker Info tabs.
 - Entered first (in the Person 1 position) on the Speaker Info tab, regardless of whether they are a speaker of the proposed session.
- Speakers
 - Additional speakers have been added using the Add+ button at the top of the form.
 - The number of speakers aligns with the session format constraints:
 - Career Conversations - 1-2 speakers
 - Lectures - 1-2 speakers
 - Level Up Labs - 2-4 speakers
 - Lightning Talks - 1 speaker



- Networking Sessions - 2-4 speakers
 - Panels - 3-4 speakers and 1 moderator
 - Open Source Day Projects - 3 speakers
 - Open Source Day Workshops - 1-4 speakers
- Biography
 - *Written for attendees.*
 - Finalized and ready to be displayed in the conference agenda.
 - Written in third person. (Example: "Janelle Doe is..." or "they are...")
 - 1,000 characters or less.
- Speaking Experience
 - Written for reviewers.
 - Describes speaking experiences that illustrate why the speaker is ready to take the plunge for GHC. (Reminder: Prior conference speaking experience is not required.)
 - Includes descriptive text, not just a series of links.