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| **Page: Proposal Type Details** |
| You have started a Professional Development Session Proposal.  Professional Development sessions provide our attendees with guidance and training in beyond-the-bench skills. Support your intended audience with developing professional skills to help them refine their career choices and/or make successful transitions.  **Format and Requirements:**  **Format:** The NDiSTEM conference is 100% in-person, and session speakers are required to register and present on-site.  **Style**: The goal is to have active audience engagement; propose a format that suits your submission best (e.g. interactive panels, hands-on demonstration, skills practice, small group discussion, Q&A, etc).  **Time**: Total 75 minutes.  **Speakers**: A minimum of two speakers are required, a chair is optional.  **Audiences**: Undergraduates, grad students, postdocs, and professionals – you may tailor your session for one or more of these audiences.  **Topic** **Areas**: We are interested in sessions relevant to STEM students and professionals at all levels. We are seeking proposals on:   * **Academic Careers**(i.e. Graduate School Application: Developing a Personal Statement; You Can Be a Professor and We Want You! How to Excel in Writing Your Teaching Statement as an Applicant for STEM Faculty Positions) * **Careers in Industry, Government, Non-Profit, and/or Policy** (i.e. Navigating Your Way to Careers in Biotechnology Companies; Adapting to the Future: Working to Ensure the Resilience of U.S. Public Lands; Career Opportunities in STEM and Policy) * **Mentorship** (i.e. Choosing the Right Advisor, Supporting the LGBTQIA2S+ Community in Their Mentoring Relationships) * **Networking** (i.e. Using Social Networks Professionally, How to Build/Expand your Network of Support) * **Science Communication** (i.e. Data Do Not Speak for Themselves: An Introduction to the Science of Science Communication, Art as a Bridge to Nuclear Physics) * **Skills for Success** (i.e. Postdoc Fundamentals: Selecting a Training Experience to Match Your Career Goals, Translating Personal Resilience into Professional Success) |
| * **STEM Community & Culture** (ie. Navigating STEM with a Disability, Climbing the Professional Ladder of Success: Stories of Women in STEM) * **STEM Policy/Ethics** (i.e. Centering Community Needs in Local Science Policy and Advocacy, Unlocking Success: Navigating the US Immigration System for Immigrant Professionals) |
| **To submit discipline-specific panels, use the** [**STEM Symposia Proposal Form**](http://sacnas.secure-platform.com/a/solicitations/48/home) **instead.**  **To continue with a Professional Development Proposal Form, click the "Next" Button below.** |
| If you have any questions, please review our FAQs: [sacnas.org/conference/session-proposals](https://www.sacnas.org/conference/session-proposals#SessionFAQs) |
| **Please see the attached** [**Scoring Rubric**](https://www.sacnas.org/hubfs/Session%20Proposals/2025_SessionRubric_ProfessionalDevelopment.pdf) **for the Professional Development Sessions – note this is what our reviewers will use to evaluate your proposal and make recommendations for acceptance to the 2025 SACNAS NDiSTEM Conference.** |

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| **Page: Session Manager** |
| **For instructions on collaborating on this session proposal, please refer to this instructional PDF:**[Collaborator Instructions](https://www.sacnas.org/hubfs/OpenWater%20Instructions%20-%20Collaborators.pdf) |
| Please provide information of the person SACNAS should contact and coordinate with for this session.  The Session Manager **does not** need to participate in the session or be the person submitting this proposal, but they must work with SACNAS to meet important logistical deadlines leading up to the conference.  **Note:**The Session Manager will be sent the confirmation email for this session proposal. |
| **Prefix** \* Select one option ⭘ Dr. ⭘ Mr. ⭘ Mrs. ⭘ Ms. ⭘ Other |
| **Prefix not listed:** |
| **Session Manager's First Name:** \* |
| **Session Manager's Last Name:** \* |
| **Email:** \* This is the address where all correspondence regarding your session proposal will be sent. |
| **Alternate Contact** \* In the event we can no longer reach you at the address above, please identify an alternate address: |
| If the Session Manager is participating in the session, make sure to add their information on the speaker page as well. The information entered on this page is used solely for logistics coordination. |
| **Page: Title, Goals & Description** |
| **Title, goals, and description should be interesting, relevant and well-defined.** |
| **Title of Session** \* Max 100 words |
| **Session Topic:** \* Select one Type  ⭘ Academic Career  ⭘ Industry, Government, Non-Profit, or Policy Career **Relevant Sector(s)** \* Please identify the relevant sectors to your sessions.  Select one or more options ☐ Industry  ☐ Government  ☐ Non-Profit  ☐ Policy  ⭘ Mentorship  ⭘ Networking  ⭘ Science Communication  ⭘ STEM Community & Culture  ⭘ STEM Policy/Ethics  ⭘ Skills for Success |
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| **Select your intended audience(s): Audience** \* Select one or more options  ☐ All Attendees  ☐ Community College Students  ☐ Undergraduate Students  ☐ Graduate Students  ☐ Postdoctoral Students  ☐ Professionals  ☐ Faculty  ☐ Mentees  ☐ Mentors |
| **Disciplines Multi-Select** \* Please identify the relevant disciplines to your sessions.  Select one or more options  ☐ All -The content of this session applies to all disciplines listed below:  ☐ Chemistry  ☐ Computer & Information Sciences  ☐ Engineering  ☐ Geoscience  ☐ Health  ☐ Life Sciences  ☐ Materials Research  ☐ Mathematics  ☐ Physics & Astronomy  ☐ Psychology & Social Sciences  ☐ STEM Education & Learning  ☐ Traditional Knowledge |
| **Life Sciences Subdisciplines** \* Select one or more options ☐ Animal Sciences/Zoology  ☐ Biochemistry  ☐ Biology (general)  ☐ Cancer Biology  ☐ Cell/Molecular Biology  ☐ Developmental Biology  ☐ Ecology/Evolutionary Biology  ☐ Environmental Science  ☐ Genetics  ☐ Marine Sciences  ☐ Microbiology  ☐ Neurosciences  ☐ Pharmacology  ☐ Physiology/Pathology  ☐ Plant Sciences/Botany |
| **Please provide a description of your session.** \* Max 500 words This description is for reviewers of your session proposal and should be max. 500 words. Be sure to check for spelling/grammatical errors. |
| **What are the goals of your session?** \* Max 100 words |

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| **Page: Professional Advancement (Talks/Panel Discussion)** |
| **Panels should be engaging and useful to the attendees. Applicants should clearly present the structure or strategy to be used, intended audience, expected outcomes of the session, each speaker’s contribution, and how they complement each other.** |
| **What is the session structure?** \* Max 200 words Please describe what teaching methods you will use to ensure participant engagement: (e.g. use pair sharing to engage participants with one another, use PowerPoint, use humor, use breakouts, use panel discussion, or any other new and innovative technique you have). |
| **Please state and describe each talk in your session:** \* Max 350 words Talks might be segments of your session that mark different topics or speakers. |
| **Please elaborate how your talks complement each other and are relevant to the topic of your session:** \* Max 350 words |
| **What are the intended outcomes for your session?** \* Max 100 words Example: “As a result of attending this session participants will leave with\_\_\_\_\_\_\_\_\_\_\_.” |

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| **Page: Speakers** |
| **Speakers should have experience in the field being presented and/or other qualifications to speak on the given topic(s) of the session.**  Session speakers must:   * Attend the NDiSTEM Conference in person in Columbus, Ohio from October 30 — November 1, 2025. SACNAS does not provide logistical support for remote speaker participation (ie. via Zoom). * Purchase registration for the conference. (See 2024 pricing [HERE](https://s6.goeshow.com/sachn/ndsc/2024/register_now.cfm)) * Sign the [SACNAS Code of Conduct](https://www.sacnas.org/ndistem-code-of-conduct) at time of registration. |
| **Speakers** \* Each Professional Development session **must have at least two speakers, a chair is optional**. Please collect the information for each speaker here and list them in the order they should appear.   | For Each Speaker (minimum 2): | | --- | | First Name\*  Last Name\*  Degrees Earned\*: *select all that apply.*   * PhD, EdD, DrPH, JD, MD, MS, MA, MBA, ME, Med, MPA, MPH, MSW, BA, BS, Other   Email\*  Company/Institution\*  Department\*  Job Title\*  Session Role\*: *select all that apply.*   * Chair * Presenter/Panelist * Moderator * Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | First Name\*  Last Name\*  Degrees Earned\*: *select all that apply.*   * PhD, EdD, DrPH, JD, MD, MS, MA, MBA, ME, Med, MPA, MPH, MSW, BA, BS, Other   Email\*  Company/Institution\*  Department\*  Job Title\*  Session Role\*: *select all that apply.*   * Chair * Presenter/Panelist * Moderator * Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | |  | |
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| **Please elaborate how each of your session's speakers are well suited in the topic of your session** \* Max 200 words |
| **Please elaborate what contribution each of your session's speakers are making to the session** \* Max 200 words |

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| **Page: Diversity** |
| We **STRONGLY** discourage solo speaker presentations. We would only allow a session with only one speaker if that person was the only viable subject matter expert for the session topic. This would need to be clearly justified and described in your submission here.  **Speakers' representation of diversity components should include but not be limited to the following areas:** |
| **Please describe the genders represented by the speakers in your session:** Max 100 words |
| **Please describe the ethnic/cultural backgrounds represented by the speakers in your session:** Max 100 words |
| **Please describe the institutional variety represented by the speakers in your session:** Max 100 words |
| **Please describe the diverse career levels, disciplines, or STEM Sectors represented by the speakers in your session:** Max 100 words |
| **Please describe any other components of diversity represented by the speakers in your session:** Max 100 words |

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| **Page: Submission Page** |
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| **Acknowledgment required** \* The 2025 National Diversity in STEM (NDiSTEM) Conference will take place October 30 - November 1, 2025 in Columbus, Ohio.   **Session speakers are expected to meet the following requirements:**  ✓ Attend the NDiSTEM Conference in person. ***NDiSTEM is a 100% in-person conference*** and SACNAS does not support digital speaker participation. In the event a speaker cannot attend in person, it is recommended that their talk is pre-recorded and the video file downloaded to a USB key to play onsite.  ✓ Speakers should register at their earliest convenience. Advanced pricing rates end on June 30, Regular pricing end on September 30, and late pricing is available until November 1.  ✓ Sign the [*SACNAS Code of Conduct*](https://www.sacnas.org/ndistem-code-of-conduct) at the time of registration.  ✓ Keep the session to the 75 minutes provided.  ✓ NDiSTEM is a noncommercial forum and under no circumstances may a breakout session be used as a place for direct promotion of a presenter's product, service or monetary self-interest. Sales pitches disguised as presentations will not be considered.  ✓ Persons listed in a session proposal will be disqualified from reviewing other session proposals but are welcome to review student applications.  Select one or more options  ☐ Yes I have read the speaker requirements and have shared them with the speakers listed in my proposal. |