<u>Guidelines for Submission Materials</u>

- Session title (10-word limit)
  - Create a short yet impactful title that accurately describes your topic and is also reflective of the 2025 MSU Disability Summit themes of disability inclusion and belonging.
- Session abstract (100-word limit)
  - Draft an abstract that is a clear, concise description of your presentation. The abstract will be available on the website and used by summit attendees to select which concurrent sessions they will attend. Abstracts may be edited by the MSU Disability Summit Planning Committee for length, clarity, or grammar.
- Session outline (3-8 bullet points)
  - Provide an outline of the session via bullet points. Include:
    - What the session will cover (including estimated time allocations for each component of workshops and 50-minute presentations)
    - Attendee participation
      - Describe how attendees will be encouraged to actively participate during the program and how the program components will be informed by principles of [Universal Design](). Examples of engagement during previous programs include Q&A sessions, small group discussion time, time for individual reflection and sharing with the group, or worksheets.
    - Synthesis & application of knowledge
      - Describe how the various components of the program will translate to direct application and synthesis of learning by those that attend the program, <u>making clear how the components of the session translate to learning goals</u>
- Commitment to inclusion & belonging (100-word limit)
  - Please describe the ways your program content centers disability experiences and connects to the Summit's theme of disability inclusion and belonging.
- Learning goals (Please list 2-3 learning goals and limit each to 25 words)
  - Describe the learning goals for your presentation AND information about how you plan to achieve them. Learning goals should highlight what participants will gain by attending your session. Each learning goal should be specific and measurable, relevant to the topic, and achievable in the outline of the session.

- Consider utilizing the framework of SMART goals in writing your learning goals:
  - Specific: clear and distinct from others.
  - Measurable: identifies observable action.
  - Attainable: suitably challenging for participants.
  - Related: connected to other objectives and interests.
  - Time-bound: likely to be achieved and keep participants on task within the given time frame.
- (Optional) Positionality statement (100-word limit)
  - To aid the review process, describe each presenter's familiarity and/or experience with the session topic, making clear how the identities of the presenter(s) relate to the topic and to the identities of the participants, and how these identities are represented.