

Required Features of Proposal

Format. Please follow the attached workshop proposal template *exactly* in content and style.

Electronic Submissions. Submit your proposal as a Word or rich text format (RTF) document. We prefer to receive it as an email attachment. Do not submit a paper copy. The email and mailing addresses are listed below.

Margins. All margins (top, bottom, left, and right) — 1 inch.

Length. No more than two single spaced pages.

Note. On page 2, if you use one, put at the top, flush right, on one line: primary presenter's surname, short title, and 'Page 2' {without parentheses}. Double-space below 'Page 2.'

Font. Use Arial 12 point.

Footnotes and Appendices. Do not include footnotes or appendices.

Bibliography. Web references can be included in the publication list. Other web sites can be listed separately with a brief optional notation describing their content.

Acronyms. Please spell out all acronyms the first time they are used.

Time Requested. All sessions will occupy a 90-minute time slot.

Biography. Please limit presenter bios to two paragraphs on a separate page.

Proposal Submission Checklist

Email to Kimberly.MitchellHarley@acf.hhs.gov,
Subject line [your last name], e.g., Smith 19th National CSE Proposal

Attach a separate Word or RTF document to your email, file names beginning with your last name:

- ___ Two-page (maximum) proposal, file named, e.g., [smith]
- ___ Two-paragraphs (maximum) presenter bio named, e.g., [smithbio]