

ARMA INFOCON 2022 CALL FOR PROPOSALS

Calling all InfoCon Presenters!

Be a part of the action by presenting your skills and best practices to the finest in the profession at ARMA International's InfoCon 2022, at the **Gaylord Opryland Resort & Convention Center** in Nashville, TN, on October 16-19, 2022.

About ARMA International

ARMA International is a not-for-profit professional association and the authority on records and information management (RIM). RIM is broadly recognized as the foundation of effective information governance, which makes ARMA International a leader in information governance as well as RIM. The association was established in 1955. Its members include records and information managers, information governance professionals, archivists, corporate librarians, imaging specialists, legal professionals, IT managers, consultants, and educators, all of whom work in a wide variety of sectors, including government, legal, healthcare, financial services, and petroleum in the United States, Canada, and more than 30 other countries around the globe.

InfoCon Audience

The average number of conference and expo attendees exceeds 2,000. Attendees represent more than 30 countries and 1,250 organizations, and they reflect all levels of professional experience and multiple sectors, including government, education, healthcare, financial, and more.

Selection Criteria

The selection process follows a rigorous review of every finalized submission. Incomplete submissions will not be reviewed. Education programs should have a measurable impact and lead to workplace results for the participants. Emphasize the *application* of the concept or solution presented, using simulations, exercises, and tools that enhance the learning experience. Participants want real-world examples of what works, as well as practical take-aways. Priority will be given to proposals that are uniquely engaging and invite the participants to experience content application.

Reviewers will look closely at the submissions for these criteria:

- Completeness and appearance
- Topic and purpose - must address relevant matters in the information profession and align with the prescribed education tracks
- Learning objectives - to confirm they are results-oriented, real-world, and realistic
- Use of performance tools, job aids, case studies, and examples

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Additional Information

Presenters will agree to the following stipulations during the submission process.

- a. Presenters will not promote products or services.
- b. Presenters will submit materials up to 12 weeks in advance of the conference kick-off.
- c. Presenters will do a virtual run-through and recording.
- d. Presenters may be asked to conduct interviews in advance of the event and/or participate in webinars or podcasts to promote the event.
- e. Presenters are *encouraged* to stay for the full conference, and priority will be given to those presenters who are able to stay through the full event.
- f. Priority will be given to proposals submitted by members of ARMA International.
- g. ARMA International is committed to building a community that represents a variety of backgrounds, perspectives, and skills. Facilitators must not use harsh language or pointed humor that disparages the rightful dignity and social equity of any individual or group.

Registration and Travel

- Presenters will receive a free conference registration. For Rapid Fire presentations, one free registration will be given.
- Presenters are limited to delivering two education sessions but may also serve as an expert in a panel or as a pre-conference facilitator.
- All presenters must cover their travel and living expenses.
- Presenters are strongly encouraged to stay in the conference hotel block and remain onsite for the duration of the conference.

Proposal and Presenter Timeline

- December 1, 2021 - January 31, 2022: Call for proposals is open
- February 1 - April 8, 2022: ARMA team reviews selection of proposals and sends speaker contracts
- April 15, 2022: Speaker contracts due
- May 6, 2022: First draft of all presentation materials and handouts due
- July 8, 2022: ARMA staff sends edits and final session description with associated track to presenters
- July 15 - August 18, 2022: Conduct virtual run throughs
- September 1, 2022: Second draft of all presentation materials, handouts, and recordings due
- September 23, 2022: ARMA staff sends final edits to presenters
- September 30, 2022: Final drafts of all presentation materials, handouts, and recordings due
- October 16, 2022: InfoCon 2022 commences!

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Submitting your Proposal via the Online Portal - [Click here to Start Application](#)

- Review this document in full and agree with the timelines and requirements
- Review the session types and focus area subjects
- Prepare your information and submit via the [Call for Proposals Submission Portal](#)
- Complete and submit the proposal by midnight PT on January 31, 2022. No extensions will be given.

Website Submission Guide & Process:

You will be able to edit/update your proposal at any time until the **deadline date of January 31, 2022**. If you begin your submission and do not complete the full process, the site will save your entered information. You must use the same email address utilized upon the start of the process to continue your saved application.

1. Navigate to the Online Submission Portal:

- a. [ARMA InfoCon 2022 Proposals](#)

2. Click "Start Application"

- Enter speaker contact info. This will create your account. You will have the option to edit your profile later. You will have the option to add co-presenters later in the process.
- NOTE: This email will become your login username.

3. Enter Session Details

- a. **Session Title** - Your title should signify the outcomes or take-aways. Avoid using abbreviations, acronyms, and any wordplay that might confuse a reader. Limit the title to 100 characters.
- b. **Session Description** - The description needs to clearly describe the topic, the outcomes, and why attendees will benefit. Include two to five take-aways and any relevant details on your teaching approach, learning tools, and handouts. Please consider how you are going to relay the information to the participants; what teaching methods you plan to use; what interactivity will be provided; what is unique or new about the format. (Titles and descriptions may later be edited by ARMA International.)
- c. **Session Learning Objectives** - Briefly state three specific, measurable, and action-oriented learning objectives that complete the following sentence: "Upon completing this session, participants will be able to..."
- d. **Proposed Topic Focus Area** - What is the primary focus of your program content? Select the most relevant tracks.
- e. **Session Format** - Most sessions are part of the "core" content. Select the session format in which you propose to present your session.

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- f. **Anticipated Audience** - Who do you think would most benefit from this presentation? If you can tailor your presentation to different experience levels, please choose multiple audiences.
- g. **Co-Presenters** - If you plan to co-present with another speaker, please let us know.

4. Additional Questions

Here you will answer a few additional questions about your proposed session, experience, and commitment to ARMA InfoCon 2022.

5. File Uploading (Optional)

If you would like to attach additional items to your application, such as handouts or other learning tools, please utilize the "File Upload" portal. This is optional and can be edited after your submission as well. Participants expect to learn practical solutions and receive job aids they can use. Examples include diagrams, tool kits, checklists, questionnaires, and more.

6. Profile Information

On the next page, you can add your profile information. You will be able to edit this information after you submit.

7. Confirmation

- a. Once you submit, you will see a thank you message. You will be able to start a new proposal here or edit the one you just submitted. You will also receive an email submission confirmation with a link.
- b. If you DO NOT receive an email confirmation, check spam, check the email you used on the proposal, and email Education@armaintl.org for assistance.

Contact Us

For questions regarding Call for Proposal submission, sessions, and registration, please contact Education@armaintl.org for assistance.

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SESSION FORMATS:

1. **QUICK TAKES/RAPID FIRE SESSION:** 10-15 minutes
2. **CORE CONTENT SESSION:** 30-50 minutes

ANTICIPATED AUDIENCES:

1. **BEGINNERS:** 0-5 years working in the RIM/IG industry
2. **INTERMEDIATE EXPERIENCE:** 6-20 years working in the RIM/IG industry
3. **ADVANCED:** 21+ years working in the RIM/IG industry

PROPOSED TOPIC FOCUS AREAS:

1. **INFORMATION FUNDAMENTALS:** Sessions focused on the fundamentals of records management, information management, document management, content management, data management, etc.
2. **CREATING STRUCTURE AND IMPROVING PROCESS:** Sessions focused on the topics of information structure, taxonomy, file plans, metadata, etc., as well as those on process improvement, process analysis, and process management.
3. **ADVANCED INFORMATION CONCEPTS:** Sessions focused on advanced information topics such as digital transformation, content services, process automation, continuous auditing and analytics, etc.
4. **REDUCING ORGANIZATIONAL INFORMATION RISK:** Sessions focused on information risk reduction such as eDiscovery, ROT analysis, information migration, file share reduction, etc.
5. **INFORMATION FORWARD (ADVANCED TECHNOLOGY):** Sessions focused on any type of advanced technology, for example, artificial intelligence, machine learning, blockchain, automated technology-assisted review, autoclassification, etc.
6. **PROFESSIONAL ADVANCEMENT:** Sessions focused on individual development, for example, certifications, career development, career path analysis, team building, etc.
7. **LEGAL AND E-DISCOVERY:** Sessions focused on legal topics related to information such as contracts management, eDiscovery, technology-assisted review, PII, legal obligations, etc.
8. **ETHICS:** Sessions focused on the relationship between the creation, organization, dissemination, and use of information, and the ethical standards and moral codes governing human conduct in society.