### 2023 Annual Convention Call for Presentations Submission Form

This form has been created to easily communicate the information required to submit a presentation for ELFA 2023 Annual Convention, scheduled for October 22-24, 2023 at the JW Marriott Phoenix Desert Ridge Resort and Spa in Phoenix, AZ. For more information about the ELFA 2023 Annual Convention, please visit <https://www.elfaonline.org/events/2023/elfa-2023-Convention>.   
  
Please submit one form for each session you are proposing.

All sessions must be submitted by **Tuesday, July 11th at 11:59pm Eastern time**.

Applications must be submitted via email **only** to Heather Staverman at **hstaverman@elfaonline.org** with an email subject of “**2023 Annual Convention Call for Proposal Submission**”.

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| **Contact Information** | |
| **ELFA Membership Status** | Current ELFA Member  Not an ELFA Member |
| **\*Full Name:**  This person will act as the main contact for this session proposal. |  |
| **Title:** |  |
| **\*Company:** |  |
| **\*Address:** |  |
| **\*City / State:** |  |
| **Phone:** |  |
| **\*Email:** |  |
| **Intended Market(s):** | **Choose from the list below. Multiple selections are allowed.**  Small Ticket – Transactions under $250,000 (individually or through lines)  Middle Market – Transactions between $250,000 - $5 million  Financial Institutions – Financial services companies  Captive & Vendor Program – Vendor and manufacturer support activities  Service Provider – All Associate members of ELFA  Other |
| **\*Authorization to Post Session Materials Online:** | YES, I DO give the ELFA my permission to post my session description and overview online.  NO, I DO NOT give the ELFA permission to post my session description online. |

**\*Required Field – Form will not be accepted if this field is not complete.**

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| **Submission Form** *(The fields below are ALL required for submission.)* | |
| **Presentation Title:** |  |
| **Learning Objectives:** | Please list 3 learning objectives attendees will take away from your session *(e.g. "By the end of this session, participants will have learned the following:....." ).*   1. Example 2. Example 3. Example |
| **General Topic Category:** | **Choose from the list below. Multiple selections are allowed.**  AI  Big Data  Blockchain  Climate Financing  Data, Benchmarking & Forecasting  Diversity Leadership  Emerging Talent  FASB - IASB  Fraud  Funding & Alternative Finance  Human Capital  Lease Accounting  Legal  Operational  Regulatory  Technology Systems  Vertical Markets  Women's Leadership  Other\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

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| **Session Description/Abstract**  Description of the session content, including why this topic is important. Please keep description under 800 words – section will expand to fit your content. It should be written to generate the interest of your intended audience and fully explain the concept for the review team. |
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| **Co-Presenter(s)**  List the full name, company and email address for any co-presenters suggested for your session. Not all fields are necessary – the number of co-presenters is your discretion. |
| Full Name Co-Presenter #1:   * Company: * Email: * ELFA Member?  Yes  No |
| Full Name Co-Presenter #2:   * Company: * Email: * ELFA Member?  Yes  No |
| Full Name Co-Presenter #3:   * Company: * Email: * ELFA Member?  Yes  No |
| Full Name Co-Presenter #4:   * Company: * Email: * ELFA Member?  Yes  No |
| Full Name Co-Presenter #5:   * Company: * Email: * ELFA Member?  Yes  No |
| Full Name Co-Presenter #6:   * Company: * Email: * ELFA Member?  Yes  No |

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| **Preferred Timeslot:**  If your proposal is accepted, what day and time-block do you prefer for your session? Please note, selection here does not confirm acceptance or assignment; however, ELFA will try our best to accommodate preferences. |
| Monday morning, October 23rd  Monday afternoon, October 23rd  Tuesday morning, October 24th  Tuesday afternoon, October 24th |
| **Audio Visual:**  Session rooms will be equipped with a screen and projector, a podium and microphone, panel table with microphones (if applicable) and audio connections for embedded videos will be available at the podium.  *PLEASE NOTE: All speakers are required to provide their presentations by the deadline. Session presenters are required to provide their own laptop for the presentation.*  If you have additional audio visual requests for your session, please enter them below. |
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| **Authorization to Distribute:**  Presentations are provided to the attendees, through the ELFA mobile app and after the conference via the ELFA Conference Resource Center. By selecting "Acceptable for Distribution", you are verifying that the information contained is appropriate for release and you are allowing access. None of the presentations will be available for download, only viewing. |
| Acceptable for Distribution  Not Acceptable for Distribution |

Form must be submitted via email to Heather Staverman at **hstaverman@elfaonline.org** with an

email subject of “**2023 Annual Convention Call for Proposal Submission**”.

**Submission deadline is Tuesday, July 11, 2023 at 11:59pm ET.**

Acceptance notifications will be sent during the week of July 24-28, 2023.

All submissions will be notified of their status.