**2025 Call for Content**

**Submission Template**

Further details on the Call for Proposals [are available here](https://conference.acts.asn.au/call-for-proposals/).

You can prepare your online proposal submission using this template, noting:

* Required questions are noted with an asterisk (\*) and must be completed.
* Questions highlighted in green include a logic option, meaning that the answer will impact the fields you are asked to complete.
* Word and character limits are highlighted in blue.
* Help text is marked in *italics*.

**PAGE 1: Submitter Information**

\* Email

\* Are you the presenter for the session you are proposing?

*Please note, up to three presenters can be associated with a session.*

1. Yes, I am
2. No, I am submitting on behalf of the presenter(s) (please add their information on the next page)

\* First Name

\* Last Name

\* Phone Number

\* Position Title/Role

\* Organisation

\* Country

\* Are you and any of your co-presenters affiliated with an ACTS member organisation?

*For the conference, we give preference to submission featuring people associated with ACTS member organisations and we don't accept proposals submitted by or featuring non-member businesses (except as a benefit associated with partnership). For virtual education programs, at least one presenter is required to be affiliated with an ACTS member organisation. In addition, as offering a webinar is a benefit of Business membership, we do not accept webinars that include business that are not Business members.*

1. Yes
2. No
3. I am not sure

**PAGE 2: Presenter Information**

\* Full Name, including title (eg. Dr / Prof)

\* Position Title/Role

\* Organisation

\* Email

\* Are you:

* an undergraduate student - currently enrolled in a bachelor-level degree with an interest in sustainability through coursework, leadership, or activism.
* a post graduate student - enrolled in or recently completed a postgraduate degree, engaging with sustainability through research, study, or campus involvement.
* Early-career sustainability practitioner or advocate - In the first 0–2 years of sustainability-related work, whether as a staff member, educator, researcher, or active contributor in your institution or community.
* Mid-career sustainability professional - with 3–5 years of experience, you are building capability and influence in sustainability—this may include roles in teaching, research, operations, or engagement.
* Senior sustainability leader or specialist - with over 5 years of experience, you lead or significantly shape sustainability efforts in areas such as governance, curriculum, research, operations, or community engagement.

\* Brief bio. *Please include a 1-paragraph bio. This text will be used for promotional purposed so please make sure to check for accuracy and spelling errors.*

\* What experience or expertise do you bring to this session? *Max 200 words*

\* Is there another presenter associated with this session?

 *Please note, up to three presenters can be associated with a session.*

* 1. No, it's just me
	2. Yes, there is another presenter

**PAGE 3/4: Presenter Information (repeats for up to 3 presenters)**

**PAGE 5: Proposal Type**

\* Select the type of educational program you wish to propose

* + Lightning Talk
	+ Deep Dive
	+ Interactive Exchange
	+ Roundtable
	+ Panel Discussion
	+ Masterclass
	+ Satellite Event
	+ Alternative format - Please select this option if there are no suitable listed formats and use the submission form to describe what you have in mind

**PAGE 6: Proposal Details**

\* Session Title:

\* Description. *Max 400 words*

*Provide a summary description of your proposal. If your proposal is accepted, this description will be shared with attendees and used for marketing purposes. Be sure to double-check spelling and grammar as errors may not be corrected prior to publication. Please remember that planned content must be educational and based on a relevant topic, concept or idea, not a product or service. ACTS does not allow sales pitches during presentations.*

\* One-sentence summary. *Max 120 characters. This summary will appear in the public program and could start with "This session....".*

\* How will you make the proposed session engaging and connect to the work of the ACTS community? *Max 200 words characters.*

*How will you organise your session to ensure that attendees take away meaningful insights and information that is readily applicable to their institution? Describe any interactive elements (beyond the standard Q&A) that will help accomplish this goal.*

\* Has this content been presented previously? If so, in what context?

\* Choose one primary content stream

*If you are unsure which stream is best suited to your content,*[*check the details here*](https://conference.acts.asn.au/call-for-proposals/)*.*

* Transforming Practice
* Learning for Change
* Building a Just Transition

\* Intended audience(s):

* Sustainability practitioners/operational leads/governance & strategy leaders
* Educators/students/curriculum champions/leadership & capability development professionals
* Equity & Inclusion leads/Indigenous staff & students/social sustainability practitioners

\* Identify the level of your proposed session (select one):

* Introductory
* Intermediate
* Advanced

**PAGE 7: Ready to Submit?**

This is the final step of your submission. Once you click the "Submit" button, you will receive an automated confirmation email for your records.

Review and acceptance of these proposals will start after the submission deadline of July 12, 2024. Acceptance/decline notifications will be sent in early August. All accepted conference presenters will need to register for the conference by September 27 in order to confirm their participation.

By submitting this form, you agree to receive emails related to conference and educational programming from ACTS.