**Session Title**

**Day, Date, Time**

**Location**

**Moderator:**

**Speakers**

Name, Title, Company

**Session Description**

**Learning Objectives**

**Proposed Course Outline**

Attendees will participate in your program live, but you will likely have viewers after the original delivery via an on-demand session.

We recommend creating an outline or checklist that can be shared with the audience, to reinforce their learning and also provide them a tool that they find beneficial and wish to receive.

|  |  |  |
| --- | --- | --- |
| **Key Content Areas and Issues** | **Individual** |  **# Min** |
| **Welcome, Introduction of Presenters & Session** | (Moderator) |  |
| **Issue/Subtopic #1** | (Presenter) |  |
| **Issue/Subtopic #2** | (Presenter) |  |
| **Issue/Subtopic #3** | (Presenter) |  |
| **Issue/Subtopic #4** | (Presenter) |  |
| **Q&A with Audience**Three anticipated questions (in the event the audience does not ask any)1.2.3. | (Moderator & Presenters) |  |
|  |  | Total Mins: |
| **Course Materials and Takeaway Materials** |  |  |

***Polling***- If your session plans to incorporate polling into the presentation, please contact your ACC staff liaison by the published AV deadline. (Some meetings may not have an AV deadline; please contact your ACC staff liaison for more information.) Not sure who your ACC staff liaison is? Contact programs@acc.com.