AU 2017 Class Proposal Worksheet

AU class proposals are submitted online, but this worksheet can help you prepare your submission. Below you’ll find the elements that make up an AU class proposal. Draft and polish here. When you’re happy with your proposal, complete the [online submission form](http://au.autodesk.com/speaker-resource-center/call-for-proposals).

Questions? Visit the [AU CFP page](http://au.autodesk.com/speaker-resource-center/call-for-proposals) and download our 2017 AU CFP guide.

## Tell us about yourself

Include a brief bio with your proposal.Add your current position, work history and experience, relevant awards, publications, or other qualifications.
*(Paragraphs only please; no lists. Max. 1,000 characters, including spaces.)*

## Class title

Your class title doesn’t need to be catchy. It needs to be descriptive. Describe what your class covers, including the full name of any product(s) you’re focusing on. *(Max. 85 characters, including spaces.)*

Examples:

* Company Standards the Easy Way with AutoCAD Architecture
* CAD Manager's Handbook
* Advanced Querying in AutoCAD Map 3D
* Real World Revit Solutions: Model Management

## Class description

What information will your class cover and how will attendees benefit? Write a paragraph description and be sure to include full product name(s) plus any specific skills or knowledge attendees will gain. *(Max. 1,000 characters, including spaces; no lists.)*

## Relevant topics

What topics are most relevant to your class? Review the [CFP Guide](http://au.autodesk.com/speaker-resource-center/call-for-proposals) to familiarize yourself with some of our topic areas—you can select up to 3.

## Class format

Which format best suits your planned instruction and learning materials?

* **Hands-on Labs** provide direct software instruction.
* Lecture-style **Industry Talks** are great for sharing case studies, industry insights, innovative ideas and experiences, and more.
* An **Instructional Demo** is the best way to give a detailed presentation of in-product workflows, processes, and tips and tricks.
* To facilitate a conversation showcasing various views and insights on a particular industry topic, head up a **Panel** of experts.
* Host a **Roundtable** discussion to involve attendees in collaborative learning and exploration.

## Roundtable subject

If you’re proposing an AU Roundtable session, be specific about the challenge or problem you’re interested in exploring. What question or prompt will help focus the investigation for you and your peers?

## Panelists

If you’re proposing an AU panel discussion, list any confirmed panelists.

## Learning objectives

List the skills or knowledge attendees will gain from your class. A learning objective should complete this phrase: “Following this class, attendees will be able to…” Learning objectives should relate to tasks, skills, and knowledge to be gained. They should be measurable and brief. *(Max. 125 characters each, including spaces.)*

For example:

* Use templates to create standards for your company
* Describe best practices for day-to-day CAD management
1.
2.
3.

## Class focus

What will your class focus on?

* Getting started with new software
* Going beyond software basics
* Exploring industry practice and workflows
* An industry or project case study
* Thought leadership and innovation

## Application

If relevant, how will attendees apply the knowledge from your class in the workplace?

* Business management
* Project execution
* Project management
* Technology management
* Industry innovations

## Audience occupation

Who should attend your session? Select up to 5 occupations from an available menu.

## Audience description

Who will benefit from your class? Describe your audience. Consider industries, disciplines, job titles, specialties, interests, and goals.

For example:

* CAD managers and advanced users with CAD management responsibilities

## Level of expertise

What level of skill or experience do attendees need before attending your session?

* Beginners with less than 18 months of industry or product experience
* Intermediate users with working knowledge in the industry and its toolset
* Advanced users with more than 3 years of experience
* All levels

## Prerequisite skills or knowledge

Describe any skills or knowledge people should have before taking your class.

Examples:

* To get the most out of this class, Revit users should already have competency using reference planes, constraints, and parameters.
* Users should already know how to write Revit model data to Excel.

## Most relevant industry

Indicate which industries might benefit most from your class. Select up to 3 from an available menu.

## Autodesk product focus

If applicable, indicate the Autodesk software product(s) included in your session. Select up to 3 from an available menu.

## Keywords

To help others in the AU community discover your learning content, select from a list of keywords that help describe your class and its relevance to industry trends, workflows, and disciplines.

## Class summary

Briefly summarize your class. Be specific and succinct. The class summary can be a shortened version of the class description. *(Max. 155 characters including spaces; no lists.)*

For example:

* Learn how the 123D family of apps can help you design new products—at home.
* Learn the basics for rapid troubleshooting and creating prototypes.