



## Call for Papers Submission Guidelines

*Please review all details below to ensure your submission is considered.*

### Before You Start

1. Review this Submission Guidelines document completely.
2. Begin your submission by clicking the "[Submit Abstract](#)" button.
3. You will be required to create a User Profile with your first use of the system, which you will be able to use for all future Global Scrum Gathering<sup>SM</sup> submissions.
4. Once your profile is created, you may start a new submission and advance through the form to complete fields.
5. You may "Save" a submission at any time and return to your profile at a later date to continue work.
6. While not all fields are required, we highly recommend that you complete all fields to best outline your proposal.
7. Several fields throughout the submission will be used for web program listing, mobile app, and social media promotion. Please consider these fields when providing details and uploading headshots.

### Submission Rubric

#### **Presentation Skills - 40%**

Using video, showcase your ability to clearly and effectively present, with emphasis on detailed preparation of content, structuring of content, engaging your audience, delivery style, and positively influencing and responding to audience.

#### **Learning Objectives - 30%**

These should be clear, measurable, succinct, align with the theme, and help us understand what skills, tools, or lessons one can gain from attending your session. Objectives should show observable and measurable behaviors along with desired skills or knowledge (for example, "Participants will be able to DO the following...").

- o [Need help writing effective learning objectives?](#)

#### **Uniqueness of Submission (wow factor) - 10%**

We are looking for a WOW factor within novel and creative topics. For topics and concept that you or others may have presented before, we are looking new and unique ways of approaching the topic. Carefully read the theme descriptions, as we'll be looking to see how close your session aligns.

### **Breakdown/Use of Format - 20%**

Clearly describe the delivery components of your presentation. Good things to add here include: outlines; key points; exercises; delivery format (whether it be a presentation with slides, case studies, stories, interactive workshop etc.). Essentially, tell us how the attendee will experience the learning. What will be the key takeaways for the participant? These should be action oriented, engaging, and measurable in line with your learning objectives.

### **X-Factor - Yes/No**

Your submission should create enough intrigue for someone to say, "I CANNOT miss this one!"

### **Submission Details**

The following fields are used to collect pertinent information about session proposals. Creativity, uniqueness and originality in session content and titles are preferred.

- **Theme** - Select the theme from the dropdown menu that best aligns with your submission.
- **Submission Title** (proposed session title for final program) - Enter the name of the proposed session; preferably something catchy and relevant to the theme. In many cases, this will be the primary attractor of attendees to your session.
- **Brief Description** (included in digital and/or print description) - Give a brief summary of the session topic. This is an "elevator pitch" to sell your session to the attendees. (250-word max).
- **Learning Objectives** (included in digital descriptions) – Outline no more than three specific learning outcomes or attendee takeaways. What will they learn, experience or gain after participating in your session? Be clear, specific, and measurable. (250-word max).
- **Presentation Experience** - Outline your speaking experience; consider the type of events where you have presented and the extent of experience you have. You are required to share a (5-minute max) link or video that showcases your presentation skills.  
\* You **must** submit (or link to) a video **showcasing your presentation skills** (it doesn't have to be presenting this topic). (8 MB max)
- **Session Time Block** - Indicate the appropriate time format for your session.  
\***Note:** Check each theme to find which time formats are allowed.
  - **15-minute session** -a quick and focused short talk
  - **30-minute session** -often a typical talk or lecture
  - **75-minute session** -often a workshop, and an ideal format for interactive sessions including audience interaction, activities, and/or exercises
- **Target Audience** - Please determine the primary level of audience comprehension that you intend your session to target, based on a scale of beginner, intermediate, and advanced. There can only be one primary target audience so consider it carefully.  
\***Note:** Target audience may be adjusted by review teams.
- **Session Format** - Describe the flow of your session, similar to creating a lesson plan: What does the session outline look like? Are there exercises? Audience interaction? What is the timing and pace for each section? What will be your delivery method(s)?

How will you deliver and assess your learning objectives? Please be clear, specific, and concise in your description. Essentially, break down your session time block into specific time increments and describe how each section will be experienced by the learner.

- **File Upload** - Add any additional documentation to support your abstract. This can include items such as online videos of the presentation, articles you plan to share, activity items or worksheet materials, etc. (8 MB max)

### **Program Review Timeline**

The European Gathering Team has set the following timeline for submission, review, and selection of the Global Scrum Gathering<sup>SM</sup> Vienna 2019 Program:

- Submissions Deadline and System Close: **14 February at 11:59 p.m. (GMT +1)**
- Review Phase: 15 February – 29 March 2019
- Accepted Notifications Sent: Week of 15 April 2019
- Deadline for Accepted Speakers to Confirm: Speakers have 48 hours to confirm once notified
- Program Announced: Early June 2019

### **Speaker Compensation Policy**

Scrum Alliance is pleased to offer the following compensation to the **primary author** of each accepted presentation:

#### **15-minute session:**

One (1) Complimentary Gathering Registration

#### **30-minute session:**

One (1) Complimentary Gathering Registration + one-night (1) accommodation at the Gathering hotel during the event.

#### **75-minute sessions:**

One (1) Complimentary Gathering Registration + two nights (2) accommodation at the Gathering hotel during the event.

### **Important Notes**

- You will only be accepted as a primary speaker for one (1) session. Multiple submissions will be reviewed, but speakers may only present once.
- You cannot accumulate complimentary registrations and we cannot offer splitting or transferring compensation to additional presenters. Complete compensation details will be sent to presenters upon acceptance of submission.
- Any additional author(s)/presenter(s) participating in a session will be listed in the program but will not receive compensation.
- A Reviewer is not permitted to submit an abstract within the theme they are reviewing.

[\*\*SUBMIT YOUR ABSTRACT NOW\*\*](#)