**MBA CSEA Global Conference
Templates for breakout session proposal communications**

*Session Approved*

Dear [First name],

Thank you for your recent proposal, [Name of proposal], to present a breakout session at the upcoming MBA CSEA Global Conference in June [Conference year] in [Conference city]. On behalf of the MBA CSEA [Conference year] Global Conference Committee, we are delighted to inform you that **your proposal has been accepted**!

The following information will assist in ensuring a smooth presentation experience:

* **Session Details**
The Conference Programs Committee may make slight edits to your session description in order to ensure the information is presented in the most detailed and comprehensive way. If changes are made, you will be notified in advance.
* **Conference Registration**
As you know, all presenters who are involved in your session must register in order to attend the conference. Conference registration is scheduled to open in January, 2019. Be sure to check your inbox for an official notification when registration is open. We recommend you register before the early bird deadline in order to receive the discount rate.
* **Presentation Date and Time**
Our goal is to provide final confirmation of your presentation date and time by the end of April (please note: requests for specific dates/times cannot be accommodated). Your session will take place on Wednesday, June 26 or Thursday, June 27.
* **Audio/Visual and Room Set-up Requests**
Our standard audio/visual set-up includes an LCD projector, screen, and one podium or handheld microphone for every two presenters (if needed). We also provide tables for panelists, if applicable. We may be able to accommodate additional requests on an individual basis. Presenters must provide their own laptops. You will be notified regarding more details in May, based on the requests you made on your proposal form. All breakout session rooms are set in theater style in order to maximize capacity. We are unable to accommodate on-site requests for changes in room set-up or audio/visual needs.
* **Presentation Materials**We will be requesting your presentation handouts in advance of the conference, in order for attendees to download them through our mobile app.

Thank you, in advance, for sharing your expertise in order to enhance the body of knowledge within our profession and ensure we are providing high quality programming to conference attendees. We look forward to working with you in the next few months as we coordinate your session details!

Please respond to let me know that you received this email.

Regards,
[Programs Committee Co-Chair Names and Organizations]

*Session Rejected*

Dear [First name],

Thank you for your recent proposal, [Name of proposal], to present a breakout session at the upcoming MBA CSEA Global Conference in June [Conference year] in [Conference city].

We regret to inform you that your proposal was not selected. The selection process was very difficult due to the strong response to the call for proposals and the limited number of breakout session opportunities. Proposals were evaluated based on proposal quality/organization, newness/diversity of topic, relevancy/fit, level of interaction with attendees, appeal of topic, and presenter qualifications.

We appreciate your interest in contributing to the body of knowledge within our profession by sharing your expertise with colleagues at the MBA CSEA conference. We encourage you to consider submitting the topic again for a future event, and/or considering a webinar presentation through our Professional Development Committee.

Please respond to let me know that you received this email.

Regards,
[Programs Committee Co-Chair Names and Organizations]

*Request for edits to program proposal*

Dear [First name],

Thank you for your recent proposal, [Name of proposal], to present a breakout session at the upcoming MBA CSEA Global Conference in June [Conference year] in [Conference city].

The Global Conference Programs Committee is in the process of reviewing and evaluating proposals for inclusion in our 2019 breakout session program selections.  Crafting a menu of program offerings that meets the diverse needs of our membership and attendee demographics is a primary focus of our charge in this planning process. With that goal in mind, we are wondering if you might be open to making a few tweaks to your program proposal, so that the session might appeal to a broader audience.

Following is a summary of the changes we would like to recommend:

[Bulleted list of proposed changes, for example:

* We feel the topic could potentially be of great interest to our employer audience, which is a key target for strategic growth for the organization. In order to make the session even more compelling to employers, would you be open to including an employer on the presenter team? We are happy to assist you with finding an employer with expertise in this area, if needed. ]

I would be happy to follow up with a phone call to discuss this more in-depth, if that would be helpful.

I look forward to hearing back from you soon!

Regards,
[Name of person who is sending the email]

*Questions about program proposal*

Dear [First name],

Thank you for your recent proposal, [Name of proposal], to present a breakout session at the upcoming MBA CSEA Global Conference in June [Conference year] in [Conference city].

The Global Conference Programs Committee is in the process of reviewing and evaluating proposals for inclusion in our 2019 breakout session program selections.  Crafting a menu of program offerings that meets the diverse needs of our membership and attendee demographics is a primary focus of our charge in this planning process. With that goal in mind, we have some questions about your proposal that will help us with the review process.

Following is a summary of our questions:

[Bulleted list of questions, for example:

* You noted that the session is applicable to specialty masters programs, however the session description doesn’t specifically mention this population. Could you elaborate on the specific parts of the session that will be uniquely applicable to specialty masters programs?]

I would be happy to follow up with a phone call to discuss this more in-depth, if that would be helpful.

I look forward to hearing back from you soon!

Regards,
[Name of person who is sending the email]