

# Call for Innovative Ideas

## TIPS FOR SUBMITTING A PROPOSAL

- **Save your info ahead of time:** To expedite the submission process, we recommend you first save your information to a Word document. Then simply copy-and-paste your information into the online form and submit. Saving it in Word will also ensure you have a copy of your information in the event of a technical breakdown.
- **Revising your submission:** After submitting your Innovative Idea, you may return to view/modify your proposal as many times as you wish through the submission deadline. Simply go to [www.chausa.org/innovativeideas](http://www.chausa.org/innovativeideas) and select "Go to the proposal form." Then log back in and a list of your submitted proposals will be available for your review/modification.
- **Info needed for the proposal form:** To help you prepare your submission, below is an outline of the information you will need to complete the online form. Be sure to pay attention to the noted word counts. All required fields must be completed before you will be able to submit the proposal to CHA.
  1. **Proposal Title (required):** Use a title that clearly, but briefly describes the proposal content. If selected for assembly or other CHA programming, CHA reserves the right to edit or change title for promotional materials. [maximum 15 words]
  2. **Proposal Narrative & Additional Details:** This section will be used to evaluate overall significance, applicability and quality of your proposal content. Be sure to describe how your proposal introduces new ideas or addresses existing challenges. While anyone is welcome to respond to the Call for Innovative Ideas, preference may be given to proposals submitted by or in collaboration with CHA-member organizations ...
    - a. **Proposal Narrative (required):** Provide a brief description of your proposal that could be used as a session narrative or to identify a potential storyline for coverage in a CHA publication, video, webinar, etc. [maximum 120 words]
    - b. **Additional Details (optional)**  
Use this section to provide supplemental information about your proposal. If submitting for a potential speaking opportunity in assembly or other CHA programming, include outline of key talking points. [maximum 300 words]
  3. **Submitter's Contact Info (required):** In order to get to the online form, you must be logged into the CHA website. *If you don't have a web account, you will be able to create one by going to the red "Please Log In" button and selecting "Create Account."* Once logged in, you will serve as the initial point of contact for notification about whether or not this proposal is accepted for assembly or other CHA programming, story coverage, videos, webinars, etc.
  4. **Presenter Info (required):** If your proposal is for a potential speaking opportunity for Assembly or other CHA program, you will be able to indicate on the form whether one or two people presenters would be included in your presentation (no more than two will be allowed). The following information will be required for at least one: full name; company; title; email; phone; mailing address.

If your proposal is for something else, such as potential story coverage, video, webinar, etc., you will have the option to select "N/A" in this section and then finish submitting your Innovative Idea.