Submit a session proposal for CASBO’s 2024 Annual Conference!

**Presenter Guidelines:**

**Eligibility** - We are accepting submissions from all industries, disciplines, and experience levels. Priority will be given to active CASBO members and topics especially relevant to school business professionals. (Not a CASBO member? [Join today!](#))

**Choosing a Presenter** - Identify one (1) or two (2) presenters* on the submission form. Gather all contact information and presenter permission to submit their name. Associate Members are encouraged to co-present with school business professionals. Limit one (1) session submission per presenter or co-presenter.

**Benefits** - If accepted, presenters receive statewide promotion, peer recognition and complimentary registration for the day of their session. Presenters are responsible for their travel, lodging, meals and conference registration fee beyond the day of their session.

**Session Guidelines:**

**Time** - Be realistic. Focus on 2-3 key takeaways when developing your content. Most sessions will be 60 minutes. Product/service sessions may be 30 minutes.

**Topic** - Be original or thought-provoking. Incorporate challenges and successes. Share “lessons learned” from a peer perspective. Consider all career levels – new to school business through senior executive roles.

**Title** - Be clear, concise and captivating. Remember, you only have up to 10 words so make them count!

**Deadline** - Submit online by Monday, September 11, 2023 at 4pm.

**Notifications** – Acceptances and denials will be sent by October 31, 2023.

*panels may be considered on a case-by-case basis