



2023 MTUG IT Summit Workshop RFP (Request-for-Proposals)

The Maine Technology Users Group is soliciting proposals for our educational workshops at the 2023 MTUG IT Summit scheduled for **THURSDAY, MAY 4, 2023** – we would love to spotlight your workshop ideas!

Workshops that share IT challenges and solutions are the essence of our User Group tradition, and – with your help – we are planning a rich, informative program for our attendees. **If you have an interesting tech implementation, lesson, project, or perspective to share for the Summit, please submit this 1-page form.**

Required Format

- **Please submit proposals by Friday, March 17.** Please submit to programs@mtug.org. Submitting earlier may allow Board Members to give feedback and ask questions.
- **Most topics should be approximately 1 hour in duration**, inclusive of 10 minutes for Q&A.
- **Please try to limit proposals to 1 page.**

Other Considerations

- If appropriate, we welcome multiple-speaker panels.
- Please indicate a “Tech Level” of existing tech knowledge recommended for attendees to (Basic, Intermediate, Advanced).
- Presenters are encouraged to consider their topic’s impact on Maine small businesses (<500 employees).

Our volunteer nonprofit Board of Directors will evaluate proposals based on the above criteria.

If you are selected to lead a workshop session for the 2023 MTUG Summit, we will contact you in late March.

Chosen workshop presenters will be given a free pass for all parts of the IT Summit – for Workshops with 5 or more presenters, passes are first given to the workshop’s “end-user” speakers (remainder based on availability).

For more information about the Summit, including attendee, exhibitor, and sponsor registration, please see the event web page at <http://www.mtug.org/techsummit> or contact MTUG at programs@mtug.org / 207-370-5327

Thank you very much for your help and support!

Workshop Proposal Form - 2023 MTUG Information Technology Summit

All fields required

Workshop Title:

Technology Presented:

Description of Workshop Content:

Describe Benefits to Workshop Attendees:

Workshop General Tech Topic Area & Tech Expertise Level:

Please provide one or more general Tech Topic Area that describes your proposal. Some are suggested for you below, but feel free to indicate "Other" if needed. Then describe the level of experience for which this session is intended.

<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>

IT Infrastructure

Cybersecurity

Collaboration / Communication / Telecom

IT Workforce Development

<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>

Application Development / Dev Ops

Software Selection / Implementation

Data Analytics / Warehousing

OTHER:

TECH LEVEL:

← Enter "Tech Level" of Basic, Intermediate, or Advanced

A/V/Connectivity Requirements & Contact Information:

Presenters must bring computer / device on which presentations run. MTUG can provide a connected display hookup / projector on request. Please indicate device's video adapter type (HDMI, USB-C, etc.), and any other presentation tools you may need (paper pad / easel / markers / special room setup / etc.)

Contact Name and Company:

Contact Email and Phone:

Please email by **Friday, March 17, 2023**, to MTUG at programs@mtug.org (207-370-5327)

Reminder – the Summit is **Thursday, May 4th, 2023** – Please confirm availability with all speakers.