

# Call for Papers: Submission Guidelines



The Splunk content team searches for the latest in compelling content from customers, partners, industry analysts and Splunk experts.

## Basic Submission Requirements

- The Call for Papers (CFP) process for .conf18 opened on March 6, 2018, and closes on April 12, 2018. Abstracts received after April 12 will not be considered for inclusion in the 2018 program.
- All abstracts must be written in English.
- Abstracts can only be submitted online via the Call for Papers submission portal; submissions by fax, post or email will not be considered.
- Abstracts should be no more than 1,000 characters and should include a high-level overview of what you hope to accomplish in the session.
- When introducing abbreviations or acronyms, spell out the full name or title, followed by the abbreviation or acronym in parentheses. You can then use the abbreviation or acronym by itself. Don't assume your audience knows what an abbreviation or acronym stands for. Example: Internet of Things (IoT)
- Avoid all caps (unless the official spelling denotes the use of all caps), exclamation points and other casual/personal styles of writing in the title or abstract content.
- Have someone outside of your field of work proofread your title and abstract before submission. While the person may not understand all the technical terms or references, they can help catch grammatical errors and determine if you are communicating the goals of your session effectively.
- Once submitted, you will be able to make updates to your presentation up until April 12<sup>th</sup> when CFP closes.

## Tips for Creating Effective Titles for Submission

- Don't use abbreviations or acronyms in the titles of your submissions.
- Don't use competitor or other company names in your submission titles. If you're highlighting other companies within your session, you can include these names within the description.
- Use clear and concise language that attendees will immediately understand. The agenda will eventually host hundreds of sessions, and attendees need to easily identify sessions of interest.
- Straightforward language like "introduction to," "deep dive" and "case study" are popular examples because they quickly give the attendee important information about the session.

## Tips for Writing Winning Abstracts

- Avoid starting your session description with the phrase, "In this session, we will..." or "In this session, you will learn..." as it adds no value and becomes tedious after several hundred sessions. Instead, try a rhetorical question, or an interesting industry data point to start your session abstract.
- Ensure that what you submit will be what you present. Nothing upsets attendees more than signing up for a session that was not as advertised.
- Your abstract should generate enthusiasm, so make sure your content is both relevant and exciting. What invaluable information will be shared during the session?
- Thoughtfully leverage the tags in the system for topics, levels and roles. Who is the target audience? What products or topics does this session cover outside of the track name? What roles would benefit from this session?
- Take the time to draft well-written titles, abstracts, outlines and key takeaways for your submission. A thoughtful proposal has a better chance of being selected and, if accepted, will be seen by thousands of attendees once published in the course catalog.
- Make sure your proposal doesn't sound like a sales pitch, but rather an exciting opportunity for attendees to learn something new. Breakout sessions are intended to be educational and are the number one reason attendees come to .conf events.

### Typical Reasons for Abstract Rejection

- The abstract is poorly written; ideas are not clear, goals are not established and there are grammatical errors.
- The content isn't relevant to the indicated audience.
- The session value isn't clearly identified.
- The session topic isn't unique or overlaps with another more appropriate abstract.

### Speaker Information

- Sessions will be selected based on the content as well as the proposed speaker(s). Speakers should have extensive experience presenting at conferences of a similar nature. If a speaker has presented at a .conf event or SplunkLive! in the past, we'll look at speaker scores and session popularity and take them into consideration during selection.
- Quality over Quantity: Take time to review your proposal before submission. Simply submitting multiple session proposals will not increase your chances of having a session selected.

### Submission Confirmation

After submitting your proposal, a confirmation email will be sent to the author indicated within the submission profile.

### Abstract Review

All submitted abstracts go through a comprehensive review process. The abstracts are reviewed by a committee of subject-matter experts including Splunk employees.

### Abstract Selection and Next Steps

You will be notified no later than May 31 about the status of your proposal. If selected, the Speaker Resource Center also opens on May 1 and is full of information to guide presenters, new and old, through the timeline and deliverables required of .conf18 speakers. You will also be put on a distribution list for the speaker newsletter to help you through the process.