

SESSION PROPOSAL PREPARATION GUIDE

2027 AATH Annual Humor Conference | April 1-4, 2027 | The Lofton Hotel, Minneapolis, MN

PROPOSAL DEADLINE: SEPTEMBER 15, 2026 | PRESENTER NOTIFICATION: OCTOBER 15, 2026

Use this guide to prepare your responses before beginning the online application. The sections below follow the application in order and include every item you will be asked to provide. All proposals must be submitted electronically.

What You Will Need

Presenter details

Name, contact information, company/organization, title and degrees

Proposal narrative

Up to 500 words addressing five review areas

Learning and engagement

Three objectives and an active-participation percentage

Session basics

Session title and a description of 75 words or fewer

Conference alignment

One primary pillar and up to three CHP competencies

Marketing and agreement

A 10-15 word attention-grabber and presenter agreement

1 Presenter Information

Provide the primary presenter information exactly as it should appear in conference communications and records.

- Name
- Email address
- Mailing address
- Phone number
- Company or organization
- Professional title and degree(s)

CHECK

Confirm spelling, credentials, email, and phone number. The person listed should be the primary contact for the proposal.

2 Session Title

Enter the title exactly as you would like it to appear in the conference program and promotional materials.

Make the topic clear and easy to understand.

Keep the title concise and specific.

Highlight the benefit, outcome, or central idea of the session.

3 Session Description - 75 Words or Fewer

Write a brief program description that gives prospective attendees a clear reason to select your session. This description may be used in the conference program.

State what the session will cover.

Show what attendees will gain or be able to use.

Make the intended audience clear.

4 Presentation Proposal Narrative - 500 Words or Fewer

Describe your proposed presentation and address the following criteria, as applicable. Reviewers should be able to understand what you will present, how the session will work, and why it belongs at the AATH conference.

1 CONTENT AND ORGANIZATION Clearly describe the session content, focus, and overall organization.

2 TIMELINESS Explain how the topic addresses a current issue, need, or emerging area of interest.

3 RESEARCH BASE Identify the current research, evidence, theory, or professional practices that inform the presentation.

4 AUDIENCE APPEAL AND ENGAGEMENT Explain why the session will be relevant to the intended audience and how participants will be actively engaged.

5 CONTRIBUTION TO AATH Describe how the presentation will expand the knowledge, skills, or professional practice of the AATH community.

BE CLEAR. BE SPECIFIC. SHOW THE PRACTICAL VALUE OF THE SESSION.

5 Conference Alignment

Primary Conference Pillar - Select One

HUMOR HELPS HEAL

Well-Being

Supports health, resilience, mental wellness, healing, and flourishing.

HUMOR HELPS CONNECT

Relationships

Strengthens communication, collaboration, trust, belonging, and community.

HUMOR HELPS GROW

Impact

Develops leaders, educators, professionals, and changemakers through learning and action.

Certified Humor Professional Competencies - Select Up to Three

☐ Practices Humor Ethically and Inclusively

☐ Embodies a Humor Growth Mindset

☐ Applies the Science of Humor

☐ Intentionally Activates the Power of Humor to Promote Positive Outcomes

☐ Sparks Positive Change Through the Use of Humor and Laughter

SELECT

Choose only the competencies clearly developed through the session content, activities, and learning objectives.

6 Learning Objectives

Provide three measurable learning objectives that complete the statement below.

By the end of this session, participants will be able to...

Begin each objective with an action verb such as identify, describe, demonstrate, apply, compare, or develop.

Describe an observable or measurable outcome.

Avoid vague terms such as understand, learn, or know.

OBJECTIVE 1

By the end of this session, participants will be able to... _____

OBJECTIVE 2

By the end of this session, participants will be able to... _____

OBJECTIVE 3

By the end of this session, participants will be able to... _____

7 Active Audience Participation - Enter 0 to 100%

Estimate the percentage of the session that will involve attendees actively participating rather than only listening or watching.

- Discussion
- Exercises or demonstrations
- Polls
- Reflection activities
- Partner or small-group work
- Role-playing
- Hands-on practice

ACTIVE PARTICIPATION PERCENTAGE: _____ %

8 Attention-Grabber - 10 to 15 Words

Provide a brief, compelling statement or question that captures attention and creates interest in your session. It may be used in conference marketing materials.

Focus on the strongest promise, question, or surprising idea in the session.

Write for prospective attendees rather than proposal reviewers.

Stay between 10 and 15 words.

ATTENTION-GRABBER DRAFT

9 Presenter Agreement and Requirements

Review and accept the presenter agreement included in the application.

If your proposal is selected, you will be asked to provide additional information and materials, including but not limited to:

Continuing education disclosure statement

Speaker introduction

Professional headshot, biography, and relevant links

Participant handout material

AFTER ACCEPTANCE

Submission deadlines and instructions for these materials will be provided with your acceptance notification.

FINAL PREPARATION CHECKLIST

Use this page for one final review before opening the online application and submitting your proposal.

☐ Presenter name and contact information are complete and accurate.	☐ Company/organization, title, and degree(s) are entered correctly.
☐ Session title is clear and ready for publication.	☐ Session description is 75 words or fewer.
☐ Proposal narrative is 500 words or fewer and addresses all applicable criteria.	☐ One primary conference pillar has been selected.
☐ No more than three CHP competencies have been selected.	☐ Three measurable learning objectives have been prepared.
☐ Active participation percentage is entered as a number from 0 to 100.	☐ Attention-grabber is between 10 and 15 words.
☐ Presenter agreement has been reviewed and accepted.	☐ All information has been proofread before electronic submission.

Quick Reference

Session description	75 words or fewer
Proposal narrative	500 words or fewer
Primary pillar	Select one
CHP competencies	Select up to three
Learning objectives	Provide three
Attention-grabber	10 to 15 words

Key Dates and Contact

PROPOSAL DEADLINE	PRESENTER NOTIFICATION	QUESTIONS
September 15, 2026	October 15, 2026	info@aath.org 815-708-6587
ALL PROPOSALS MUST BE SUBMITTED ELECTRONICALLY BY SEPTEMBER 15, 2026.		

The Humor Effect: How Humor Helps Heal, Connect, & Grow