

# UiPath® Forward

## + TECH ED

MGM Grand, Las Vegas  
October 21-24, 2024



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### Q. What are the key dates for FORWARD + TechEd Call for Speakers content?

Call for Speakers Opens	April 15, 2024
Call for Speakers Closes	May 27, 2024
Acceptances sent out	June 3-21, 2024
Speaker agreements due	June 28, 2024
PPTs 1st draft due	August 15, 2024
PPTs final draft due	September 15, 2024

### Q. What is the format of this year's event?

FORWARD + TechEd is a global, in-person event and will take place October 21-24, 2024 at MGM Grand in Las Vegas. FORWARD is a 2.5 day event and TechEd is a 2 day event. We are capturing submissions for both events.

### Q. Who can submit a proposal?

UiPath customers, partners, and employees.

### Q. Is there a limit on speakers per session?

A session can have up to four speakers and, if being submitted as a panel discussion, a moderator as the fifth.

### Q. What are the session themes?

All of our sessions are 20 minutes in length. We're looking for stories that showcase how companies are transforming using AI and automation. We have four groups we use to categorize presentations:

**Automation for Good:** Automation isn't just a technology to implement. It can benefit organizations, employees, society, and the environment. We call this "Automation for Good". You have a moving story that delivers a positive outcome for society.

**Automation inspiration:** You have an inspirational automation story. You have an amazing business example that returned an incredible result.

**Automation how-to:** You have a pragmatic solution that automation success practitioners can use today.

**Automation deep dive:** You have a technical best practice using UiPath product(s).

### Q. How do I prepare for a submission?

1. Draft a session title: your session title should be compelling. Review "How do I create an effective title?"
2. Write a session abstract: review "How do I write a compelling abstract?" for tips and tricks when writing your abstract.
3. Outline the key takeaways for session attendees: session length is 20 minutes.
4. Articulate your audience: choose the primary audience for your session, including title and industry.

### Q. How do I create an effective title?

Your title is the introduction of your idea. Convey as much as you possibly can in your title; 80% of attendees will read a title, while only 20 percent will go on to review the abstract for further information.

- Craft an attention-grabbing title. Present a solution to a problem, or a benefit, and entice the reader to continue reading your abstract.
- Avoid putting UiPath product names in the title. The focus of the title should be the problem/solution and not the UiPath product or product feature.
- Use clear and concise language. Avoid vague or flowery titles, and observe the character limit.
- When applicable, use identifiers. These may include phrases such as "Introduction To," "Deep Dive," or "Case Study."
- Limit the use of acronyms and abbreviations. Using UiPath product acronyms is never acceptable (in title, abstract, or slides). If you must use acronyms for space considerations, please limit them to those in common industry or colloquial usage, and spell them out in the first reference in your abstract.
- Skip competitor or company names. If you will be highlighting other companies in your session, we prefer you present those names in the abstract.
- Keep punctuation simple. Avoid exclamation points, parentheticals, and ellipses.

### Q. How do I write a compelling abstract?

Your abstract should convince us that you can present a solution to a business challenge and should intrigue, excite, and inspire potential attendees. Provide a high-level overview to convey the goals of your session, and make sure the content and information is relevant to your audience.

- Skip the sales pitch. Don't sound like you're promoting a product or service. Rather, present an exciting opportunity for attendees to learn something new about a topic.
- Avoid the phrases, "In this session you will learn..." Try posing a rhetorical question or sharing an interesting industry data point to start your session abstract and capture your reader's interest.
- Spell out abbreviations on first reference. When using abbreviations or acronyms, include the abbreviation or acronym in parentheses when first referenced. Thereafter, you may use the abbreviation or acronym.
- Observe length limits. Keep your abstract to under 200 words. A strong abstract should be 75-150 words in length.
- Ask for peer review. Enlist someone outside your field of work to review your submission for misspellings or grammatical errors and to help determine if you are communicating your goals effectively. Additionally, enlist someone who is similar to the session attendee target, as he or she can confirm the information is clear and interesting.

### Q. What if my session contains confidential information that cannot yet be published?

Please do not submit session information that cannot be used publicly.

### Q. Do I get free access to FORWARD or TechEd if I'm a speaker?

Yes, if you are chosen as an on-stage speaker or panel participant, UiPath will waive your FORWARD or TechEd entry fee.

### Q. What can I expect after submitting my session idea?

- Review and acceptance: You will receive an email confirmation once you submit your proposal. The FORWARD + TechEd content review team considers all submissions and makes final decisions after rigorous review using submission criteria listed above and overall business objectives of the program. If your session proposal has been accepted you will be notified by July 21, 2024.
- Next Steps: If your proposal is accepted, the FORWARD + TechEd content team will guide you through all required timelines and deliverables. You will also be assigned a speaker manager to help you through the process.
- Thanks for submitting and good luck!

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