

# Preparation Checklist for ILEETA Conference Instructor Proposals



## Step 1 – Become a Member

- Membership is required before submitting a proposal.
- Join ILEETA at: [www.ileeta.org](http://www.ileeta.org)

## Step 2 – Prepare Your Proposal Materials

Gather the following information in advance to ensure a smooth submission:

### Personal & Agency Information

You will be asked to provide your full name (as it should appear on your conference badge), title/rank, and direct contact details.

### Instructor Information

In this section you'll be asked to provide a short bio and summary of your instructional experience (500 characters each). You will also be asked to upload a professional headshot, share references or testimonials, and indicate your past ILEETA conference experience.

### Course Information

This section is the heart of your proposal and will require the most detail. You'll need to craft a **clear, compelling course title** (65 characters) and **description** (600 characters) that accurately reflect your session. An optional social media blurb (280 characters) may also be submitted for promotion. Otherwise, we will do one for you.

You will then outline **instructional objectives** written in measurable terms using Bloom's Taxonomy, followed by a **course synopsis** explaining how you will achieve them. Reviewers rely heavily on these fields to evaluate proposals.

You'll be asked to select an **instructional focus area** (track) and 1–3 **tags** to clarify your topic. Next, indicate the **instructional environment** (classroom, mats, range, etc.), and note any **training area requirements** such as AV or lighting.

You will need to select the best length for your workshop. Choose from: 1:45, 3:45, or 7:45 courses. 1:45 workshops will be scheduled twice during the week. All others will be provided only once. Live fire courses must be 3:45 only due to range availability and transportation.

Finally provide any accreditation status/opportunities (POST, NCP, etc.)

Take extra time here—this section is where proposals succeed or fail.

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## **Certification Courses (if applicable)**

If your session includes a certification, you'll be asked to outline the type (operator, instructor, evaluator), the certifying authority, and requirements such as attendance, testing, or skills demonstrations. You'll also note the value of the certification, any fees (max \$50), and how registration will be managed. ILEETA members and their agencies always appreciate the opportunity to earn certifications at the conference.

## **Live Fire Courses (if applicable)**

For live fire sessions, you'll need to provide range distances, requirements (indoor/outdoor, barricades, low-light, etc.), weapon and ammo types, target types, and estimated round counts per student. For 2026, we have expanded range capacity and anticipate more handgun, rifle, and shotgun courses. Instructors are encouraged to be creative, but safety must remain the top priority. A driving track and skid pad will also be available this year for specialized training opportunities.

## **Secondary Instructor (if applicable)**

Secondary instructors are rarely approved and generally limited to courses where safety requires a close instructor-to-student ratio, such as firearms, driving, or defensive tactics. Occasionally, exceptions are made when researchers and practitioners present together. Be specific when justifying the need and understand that approvals for secondary instructors remain limited.


## **Final Confirmations**

The application concludes with a set of confirmations. You will be asked to acknowledge ILEETA's safety rules and confirm that you have read and followed the proposal guidelines. You'll also note your availability during the conference week (March 16–21, 2026) and provide any final comments or special requests.

## **Step 3 – Submit Your Proposal**

Visit <https://www.ileeta.org/information-for-presenters/> to submit your proposal.

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 **Tip:** Draft your bio, course description, and objectives in advance using Word or another application to help manage your character count. Well-written, concise submissions are more likely to be accepted.