



# Session Submission Guide

---

*Puerto Rico*  
**ACES 2027**

# Dates and Deadlines

- **Submission deadline:** Sunday, November 1, 2026, at 11:59 p.m. ET.
- **Submission selection notifications:** Monday, November 23
- **Submission acceptance:** Within five business days of the offer date
- **Selected speakers are required to be available April 26-29, 2027, in Puerto Rico**
- Selected speakers will be notified of their assigned session time slot.

# Audience

- Conference attendees seek innovative content and learning opportunities that reflect current challenges, solutions, concepts, and trends in the editing industry.
- Attendees of this conference are employees of various management and leadership levels from organizations and agencies of all sizes, and owners of their own editing businesses. They are responsible for decisions that affect marketing, communications, social media, technology of editing, and interdisciplinary relationships within their sphere.

# Instructional Design

ACES seeks proposals that reflect sound adult-learning principles. All must be inclusive and appropriate for ACES' diverse community. To deliver exceptional learning experiences, preference may be given to proposals that demonstrate an ability to:

- Reflect innovation and cutting-edge content.
- Target either new, mid-career, or seasoned professionals in the editing industry.
- Stimulate and provoke discussion and audience engagement.
- Facilitate knowledge transfer and development of new competencies.
- Provide diverse approaches for different types of learners.
- Present a business case with evidence supported by research or data.
- Provide concrete examples and relevant takeaways that can be used immediately.
- Use methods that draw out relevant past knowledge and experiences.
- Motivate learners with outcome-focused design.
- Demonstrate relevance of lessons through real-life case studies as they relate to the current environment.

# Topic Areas/Content Focus

As you plan your proposal submission, please consider the topic areas listed that are focus points for the conference program. Proposals may go beyond those suggestions if they are related to the broader topic. While proposals may address more than one area, you must select one that fits best.

## **Words and Language**

Language trends, plain language, lexicography, inclusiveness, bias and sensitivity, jargon, cross-cultural language use, voice and tone preservation, and styles.

## **Core Editing Skills**

Grammar, syntax, tools, fact-checking and research, techniques for editing (e.g., big picture editing or sentence level).

## **Business of Editing**

Running your own business, project management, client management, fiscal management, marketing, setting boundaries, and networking.

## **Soft Skills for Editors**

Time management, critical thinking, attention to detail, professionalism, collaboration, relationship building, leadership, empathy, adaptability, and communication.

# Knowledge Levels

ACES organizes content into three knowledge levels: **Introductory**, **Intermediate**, and **Advanced**. For learning programs, these levels relate to any prerequisite learner knowledge, instructional techniques employed, and complexity of the learning objectives.

- **Introductory:** Intended for those just beginning in the editing industry, regardless of past professional experience.
- **Intermediate:** Intended for those in mid-level career positions within the editing industry.
- **Advanced:** Intended for those in the peak of their careers, holding senior positions, or seasoned consultants with considerable experience within the editing industry.

# Submission Requirements

- **All proposals must be submitted using the online form.** No exceptions. A speaker may submit up to two (2) proposals. Note that presenting a solo session and participating in a panel count as two proposals. Upon submitting a proposal, you will receive an automatic confirmation for your records if it is successfully submitted.
- **Limit to one engagement.** ACES promotes diversity of thought, and each content leader will be limited to presenting or co-presenting one session only. Exceptions may include panel discussions. ACES reserves the right to make or deny such exceptions.
- **The primary point of contact (POC) is the person submitting the proposal.** ACES will communicate with the POC for all communications, including notifications and deadlines, and they must share information as needed with co-leaders/panelists.
- **All proposed content leaders within a proposed session must be listed.** The maximum is four (4) for the purpose of panel discussions and two (2) for co-presenting a session.
- **Use clear, inclusive language.** Session and workshop proposals require clear and concise titles, persuasive outcome-focused descriptions, and three action-oriented learning objectives. ACES retains the right to modify titles and descriptions during copyediting for marketing purposes.
- **Use attributions when appropriate.** Used effectively, quotations can provide important evidence or clarity to explain your session idea. Excerpts used ineffectively, however, and without attribution are unacceptable and will result in your proposal being excluded from review or acceptance.
- **Avoid all commercial bias.** Except for industry-sponsored sessions, content perceived by attendees as commercially biased (including the use of client examples or proprietary tools/models) is unacceptable. ACES requires that any person in a position to influence or control content disclose all relevant financial relationships and/or commercial interests at the time of proposal submission. Any submission that is not educational in nature, neutral, unbiased, and free of commercial motive/intent will not be accepted. If accepted, those in violation of this policy may forfeit future speaking opportunities.
- **Adhere to published deadlines.** If accepted, content leaders must be committed and responsive to working with ACES to deliver exceptional service by adhering to deadlines. This includes submitting program materials for DEIA review/approval, and for inclusion in the conference app and on the ACES website.
- **Observe intellectual property rights.** POC must ensure that information, illustrations, and images contained in presentations, related materials, or visual aids shall be factual and not misleading and will not violate the intellectual property or copyright of any third party. Written documentation of ownership or permission must be provided upon request and is required for all video and television/film-related imagery.
- **All selected speakers will receive a 50% speaker discount code toward conference registration at the current registration rate available when they register.** All speakers are required to register and engage in Whova, the conference app platform (mobile-, desktop-, and tablet-friendly).
- **Follow the [ACES Style Guide](#),** which is based on ACES style preferences and the [AP Stylebook](#).
- **All selected presenters must agree to [the ACES Code of Conduct](#).**

Thank you for your time and for allowing ACES the opportunity to share your thought leadership and passion with the editing community.

If you have questions, please reach out to [sessions@aceseditors.org](mailto:sessions@aceseditors.org).