TechKnowFile 2020
Proposal submission guidelines

TechKnowFile (TKF) is an annual University of Toronto (U of T) tri-campus event, hosted by the Information Technology Services (ITS) department. It is a forum for the sharing of ideas, research, practices and experiences as well as an opportunity to discuss trends, results, accomplishments and innovations among the U of T tri-campus community.

The conference's audience is U of T faculty and staff (management and non-management), including IT leaders, decision-makers, directors, managers, communications professionals and administrators.

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Proposal streams

TKF 2020's theme is *Vision to Action.* The conference is focused on IT with three main streams that proposal(s) may fall under. These include:

1. **Information security**
   This year's conference chair is U of T Chief Information Security Officer Isaac Straley who will bring a special information security focus to the conference. The Information Security team's motto is "one team, one goal," meaning staying safe online is a collective effort and that U of T requires a diverse range of input and expertise in this area. Therefore, we are soliciting proposals about news, trends and best online practises as they relate to data, security and information privacy.

2. **IT@UofT Strategic Plan & technical topics**
   The IT@UofT Strategic Plan includes three strategic pillars: people, collaboration and solutions. These thematic areas reflect key ideas and concepts that help inform all the work ITS does — everything from large-scale projects like the Enterprise Service Centre to regularly scheduled phishing email campaigns. Consider submitting a project and/or idea that connects back to the plan. Technical topics are also important. Remember: decoding and finding solutions to technical issues is what ITS is best known for. Subject matter experts who can deconstruct complex issues, examine tools and offer key learnings, results and analysis play an important role in TKF sessions.

3. **Culture and core values**
   Creating a culture that supports development and promotes shared leadership,

creativity, excellence in service and teamwork is the foundation of the ITS Core Values. Share your expertise and experience on how to cultivate high performance team practises, including professional development. Keep in mind: creative and critical thinking are encouraged – don't be afraid to think outside the box and motivate others to do the same!

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Presentation guidelines (required)

- Presentations should last no longer than 50 minutes in length.
- Presentations must fall under one or more of the aforementioned proposal streams.
- Use common categories to focus your work, such as introduction/background, research, dilemma/questions, methodology, statistics, results, analysis and conclusion.
- If you are using a PowerPoint for your presentation, you must use the TKF 2020 template, which will be emailed to you if your proposal is selected.
- Determine your presentation format (i.e., lecture, workshop, Q&A, etc.) as it is required for the submission form.
- Submit your presentation title and speaker name/title as you would like it to appear on the TKF 2020 schedule.

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Submission form

Submit your proposal:
Link to the proposal submission form here.

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Dates to remember

March 16 – Submission deadline.

Early April – Submission decision communicated to selected presenters by conference committee.

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Contact

If you have any questions or would like to discuss your submission further, please do not hesitate to contact the TKF planning committee at: its.eda@utoronto.ca.