

Creating Your Conference Proposal

Adapted from Region 6 Sessions presented by:

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Attend a conference/online event

Consider...

- What topics are getting the most attention?
- What do you *want* to know more about?
- What presentations are getting the best time slots (and are they really the best)?

Take a moment and jot down some thoughts to these questions.

Think about a favorite presentation that you've heard (whether in-person or online) - what made it memorable? Who presented it?

A good topic

What is something you care a lot about?

What is something you want to learn more about?

Did you just read a book/watch a show/hear a song that you'd love to share with others?

Remember, ***not everyone is doing what you're doing*** - what's an innovative approach you and your colleagues took that you could share with others?

Consider:

Who? What? When? Where? Why? AND - how can others adapt for their area?

Put it all together: Writing a Conference Proposal

Steps include:

- The title
 - The title will help participants search and select
 - Can grab attention!
 - Use the theme *if it helps* - you don't have to use the theme if it doesn't fit with your proposal
 - You have 100 characters!
- The Abstract
 - Again, grab the attention
 - What can participants expect to gain from your session - summary of objectives
 - Explain the format of your session (lecture, group discussion, panel)
 - 135 words maximum (including your title) (note: 250 words allowed for pre-conference abstracts)
- Learning Outcomes:
 - What will participants learn?
 - What will participants be able to do as a result of attending your session?
 - How will the way your participants serve students change as a result of attending your session?
- Share theories or research that inform
- Describes how the topic is significant to the field of advising

Consider your ideas...

Who is your target audience?

Seasoned advisors? New advisors? Administrators? Everyone?

Jot down some title ideas:

Start considering your abstract:

- What do you want participants to learn from your session? Some prompt ideas:
 - As a result of this session, participants will learn (list 1, 2, 3)
 - Participants can expect to ...
 - Write your own!

- What type of format will you use?
 - This session will include a roundtable discussion to allow participants
 - This session will be lecture format, but there will be time for audience participation and questions!
 - Write your own!

- How will you engage the audience?
 - Think/Pair/Share?
 - Question & Answer?
 - What works for your proposal?

- What theories or research are informing your proposal?

- How is this significant to the field of advising?

Additional tips:

- Use the space! You have 750 characters for the proposal!
- Focus on your session and what you plan to do. Set the stage, but then “on with the show!”
- Share the results/implications (if applicable) - and don't spend too much time setting the stage. Participants are at your session to learn how you can help them impact *their* work.
- Write the abstract, but then go back and review after the proposal is written - do you need to change anything?
- Type in a word document (use word/character count) to catch edits easier.

Watch for deadlines!

Check when conference proposals are due for [NACADA Annual](#) and [Regional Conferences](#).