

NACADA Annual Conference: Proposal Submission Instructions

Note: An individual may submit **a maximum of four (4) presentation proposals**, whether as a lead or co-presenter, for pre-conference workshops, poster sessions, concurrent sessions, panel sessions, commission/interest group meetings or Hot Topic sessions, per conference.

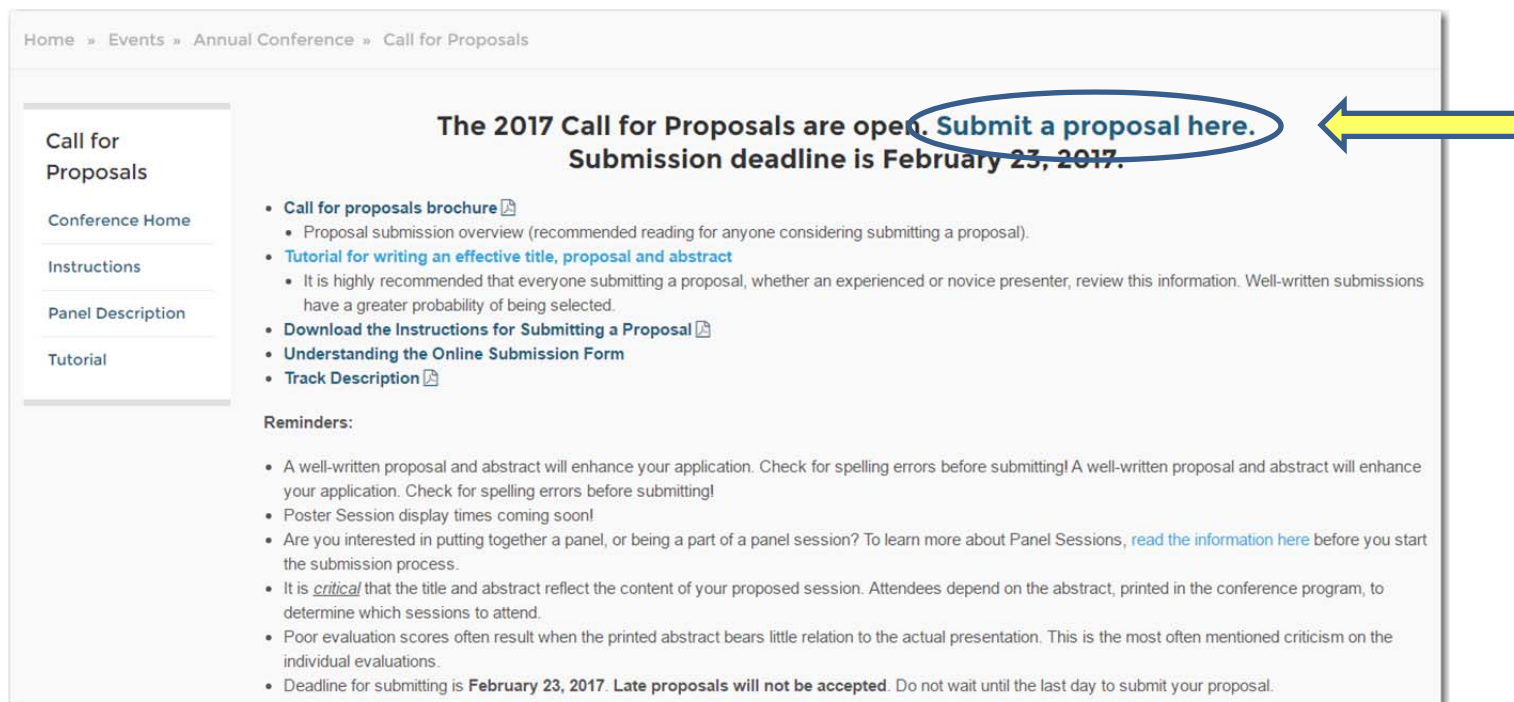
Step 1: Access the **NACADA Annual Conference website:**

www.nacada.ksu.edu/Events/Annual-Conference.aspx

*Click on the **Call for Proposals** link on the left-hand side of the webpage.



Step 2: Click the “**Submit a proposal here**” link to access the Annual Conference Call for Proposals submission portal.



Home » Events » Annual Conference » Call for Proposals

Call for Proposals

Conference Home

Instructions

Panel Description

Tutorial

The 2017 Call for Proposals are open. [Submit a proposal here.](#) Submission deadline is February 23, 2017.

- [Call for proposals brochure](#)
 - Proposal submission overview (recommended reading for anyone considering submitting a proposal).
- [Tutorial for writing an effective title, proposal and abstract](#)
 - It is highly recommended that everyone submitting a proposal, whether an experienced or novice presenter, review this information. Well-written submissions have a greater probability of being selected.
- [Download the Instructions for Submitting a Proposal](#)
- [Understanding the Online Submission Form](#)
- [Track Description](#)

Reminders:

- A well-written proposal and abstract will enhance your application. Check for spelling errors before submitting! A well-written proposal and abstract will enhance your application. Check for spelling errors before submitting!
- Poster Session display times coming soon!
- Are you interested in putting together a panel, or being a part of a panel session? To learn more about Panel Sessions, [read the information here](#) before you start the submission process.
- It is *critical* that the title and abstract reflect the content of your proposed session. Attendees depend on the abstract, printed in the conference program, to determine which sessions to attend.
- Poor evaluation scores often result when the printed abstract bears little relation to the actual presentation. This is the most often mentioned criticism on the individual evaluations.
- Deadline for submitting is **February 23, 2017. Late proposals will not be accepted.** Do not wait until the last day to submit your proposal.

Step 3: Enter a password. *Please use a password that you will remember in case you need to save your work and re-enter the system later. Enter the password again for verification.

NACADA Annual Conference Presentation Proposal

To begin a New Proposal, simply assign a password. This password will allow you to access this proposal in the future. Use the Lead Presenter's last name or any password you choose.

Password:

Re-enter Password:

To display an existing proposal enter the Proposal Number and password below. The password is case-sensitive.

Proposal Number:

Password:

[Enter New Proposal](#) [View Existing Proposal](#)

Conference Info

NACADA 2017 Annual Conference
America's Center
St. Louis, MO
Wednesday, October 11th - Saturday, October 14th
Proposal Deadline:

Key Words: Please enter 1 or 2 Key Words that describe your presentation (maximum of two words per field).

Program Format
Please rank - numerically - the formats you would accept for this presentation. (1 indicates the format you feel most appropriate.) The committee may assign you a different format to ensure a balanced program. Mark only the formats you will accept. (Choosing all formats will not enhance the chances of getting your proposal accepted.)

***CLICK the "Enter New Proposal" button.**

Note: A pop-up screen will appear with your Proposal Number. Please write this number down as it will be used along with your password if you need to re-enter the system later.

New Presentation Information

Congratulations on starting a new presentation proposal. If you wish to exit the presentation and complete it later you may do so at any time. Your data is automatically saved every time you click a "Continue" button. Use the password you entered on the previous screen and the Proposal Number below to find and complete your proposal.

Proposal Number: 12762

[Begin Proposal](#)

1 Presentation **2 Presenters** **3 Proposal** **4 Other** **5 Review**

Proposal Overview

Proposal Number: 12762

Save Proposal

Save

Your data is automatically saved every time you click the "Continue" button, but you can also click "Save" at any time. Saving your proposal allows you to work on it later, but it has NOT been "submitted" for approval. You must complete and "Submit" your proposal by December 12, 2016.

Conference Info

NACADA 2017 Annual Conference
America's Center
St. Louis, MO
Wednesday, October 11th - Saturday, October 14th
Proposal Deadline:

Key Words: Please enter 1 or 2 Key Words that describe your presentation (maximum of two words per field).

Program Format
Please rank - numerically - the formats you would accept for this presentation. (1 indicates the format you feel most appropriate.) The committee may assign you a different format to ensure a balanced program. Mark only the formats you will accept. (Choosing all formats will not enhance the chances of getting your proposal accepted.)

***CLICK "Begin Proposal".**

Step 4: Enter components of the proposal submission application.

The screenshot shows a web application interface for proposal submission, specifically the 'Presentation' step. At the top, there are five tabs: '1 Presentation', '2 Presenters', '3 Proposal', '4 Other', and '5 Review'. The 'Presentation' tab is active.

Proposal Overview

Proposal Number: 12762

Save Proposal

Save

Your data is automatically saved every time you click the "Continue" button, but you can also click "Save" at any time. Saving your proposal allows you to work on it later, but it has NOT been "submitted" for approval. You must complete and "Submit" your proposal by December 12, 2016.

Conference Info

MACADA 2017 Annual Conference
America's Center
St. Louis, MO
Wednesday, October 11th - Saturday, October 14th
Proposal Deadline:
December 12, 2016

Contact Info

MACADA Executive Office
Kansas State University
2323 Anderson Avenue, Suite 225
Manhattan, KS 66502-2912
Phone
(785) 532-5717
Fax
(785) 532-7732
Email
macada@ksu.edu

Load Existing Proposal

Proposal Number
[Text Input]
Password
[Text Input]

Presentation

Presentation Title [Text Input]
Note: Effective titles are clear and concise. Avoid making presentation title too long. (maximum length 125 characters)

Please choose an advising topic/track as it applies to the content of your presentation. [View Track Descriptions](#)

Primary Topic/Track [Dropdown Menu]

Key Words: Please enter 1 or 2 Key Words that describe your presentation (maximum of two words per field).
[Text Input] [Text Input]
Other: [Text Input] Other: [Text Input]

Program Format

Please rank - numerically - the formats you would accept for this presentation. (1 indicates the format you feel most appropriate.) The committee may assign you a different format to ensure a balanced program. Mark only the formats you will accept. (Choosing all formats will not enhance the chances of getting your proposal accepted)

Lecture or Discussion Format for Concurrent Sessions
A 60-minute presentation by one or more presenters; discussion time for questions and answers is encouraged. The length of time set aside for discussion is at the discretion of the presenters.

Panel Format for Concurrent Session
We encourage institutions to come together with a common issue to form a panel.
A panel will consist of a brief introduction by the panel moderator, followed by a brief presentation from each panelist followed by an interactive question-and-answer period with the audience. The best panel sessions are highly interactive, with panelists representing multiple points of view or perspectives from different institutions.
Panels will be formed by individuals submitting their own proposals; panels will not be teamed up by the Conference Committee. Accepted proposals will be contacted during the summer for the name of a moderator; all panel sessions are expected to have a moderator for the full session.
Panels are expected to represent the views or perspectives of more than one institution.

Poster Presentation
These are presented in the form of a tabletop exhibit and delivered primarily through the use of visual display and handout materials. These sessions are most appropriate for display of specific programmatic approaches and research findings. The presenters would expect to make brief remarks, share information, and answer questions about the presentation topic. All poster sessions are presented during a 1-hour poster break/breakfast.

--- OR ---

- Enter a clear and concise **presentation title** here reflective of the content of your proposal.
- Choose **from the preselected topics or tracks** based on the content of your proposal.
- Enter 1 to 3 Key Words that best describe your proposal.**
- Select the **presentation formats** that you would accept **IF** your proposal is chosen by the selection committee as a conference presentation. Rank **Lecture Session, Panel Session** and **Poster Session** in the order you prefer. Please only select the formats you are willing to present. *Note: If you are interested in presenting a **preconference workshop**, then select **only** this option.
- Check the most appropriate option to answer the question: **What is your presentation based on?**

* After completing the fields on the "Presentation" tab, **CLICK Continue**.

Step 5: Enter information on **Presenters** and **Co-Presenters**.

Presentation Proposal - NACADA 2017 Annual Conference

1 Presentation 2 **Presenters** 3 Proposal 4 Other 5 Review

Proposal Overview

Proposal Number: 12762
Presentation Title:

Save Proposal

Save

Your data is automatically saved every time you click the "Continue" button, but you can also click "Save" at any time. Saving your proposal allows you to work on it later, but it has NOT been "submitted" for approval. You must complete and "Submit" your proposal by December 12, 2016.

Conference Info

NACADA 2017 Annual Conference
America's Center
St. Louis, MO
Wednesday, October 11th - Saturday, October 14th
Proposal Deadline:
December 12, 2016

Lead Presenter **Co-Presenters**

First Name Middle * Last Name

Institution

Street Address

City State/Province Zip/Postal Code

Country (If other than USA)

Phone ext. *
xxx-xxx-xxxx

Fax *
xxx-xxx-xxxx

Email

Email Confirm * Indicates optional field

Does this co-presenter represent a higher education institution? Yes No

Back **Add Co-Presenter** **Continue**

- Complete the required fields for the **Lead Presenter**.
- CLICK the "**Add Co-Presenter**" button at the bottom as needed to add additional co-presenters. Please use accurate email addresses. All presenters are contacted throughout the year.

Note: You will need to answer the questions regarding **Prior Experience** as well as to review the **NACADA Commercial Policy** by accessing the link and then answering the questions for this section as well.

* After completing the required fields, **CLICK Continue**.

Step 6: Enter the presentation proposal and the abstract text.

The screenshot shows a web interface for submitting a proposal. At the top, there are five navigation tabs: 1 Presentation, 2 Presenters, 3 Proposal (highlighted), 4 Other, and 5 Review. The main content is divided into two columns. The left column contains sections for 'Proposal Overview' (with fields for Proposal Number: 12762 and Presentation Title), 'Save Proposal' (with a 'Save' button and a note about automatic saving), 'Conference Info' (listing NACADA 2017 Annual Conference details and a proposal deadline of December 12, 2016), and 'Contact Info' (listing NACADA Executive Office contact details). The right column is titled 'Proposal' and contains instructions to type or paste the proposal text into a large text area. Below this is a section for the '135-Word Abstract' with instructions and a list of guidelines. The guidelines for the proposal include: including the complete title, stating objectives and how they will be met, and a 750-word limit. The guidelines for the abstract include: including the complete title, enclosing cited publications in quotation marks, avoiding formatting like bullets or italics, and using correct spelling.

- Adhere to guidelines on word limits for both the proposal and abstract.
- Follow the additional criteria for abstracts. The abstract submitted here will be printed in the conference program for selected presentations.

*After you have entered the proposal and abstract text, **CLICK Continue**.

Continued on next page

Step 7: Specify technology needs and target audience information by checking the appropriate boxes.

Note: The questions on this page are not used in the selection process, but are used to help the meeting planners to organize sessions and provide attendees with useful information on sessions in the event your presentation proposal is accepted.

The screenshot shows a web interface for proposal submission. At the top, there are five steps: 1 Presentation, 2 Presenters, 3 Proposal, 4 Other (highlighted), and 5 Review. The main content is divided into two columns. The left column contains: 'Proposal Overview' with fields for 'Proposal Number: 12762' and 'Presentation Title:'; a 'Save Proposal' section with a 'Save' button and explanatory text; 'Conference Info' for 'NACADA 2017 Annual Conference' at 'America's Center, St. Louis, MO' on 'Wednesday, October 11th - Saturday, October 14th', with a 'Proposal Deadline: December 12, 2016'; and 'Contact Info' for 'NACADA Executive Office' at 'Kansas State University, 2323 Anderson Avenue, Suite 225, Manhattan, KS 66502-2912'. The right column is titled 'Other' and contains: 'Audio/Visual (AV) Requests' with instructions and a list of checkboxes for 'Flip Chart and Marker', 'Internet Access', 'Data Projector and Screen provided by NACADA', 'Data Projector provided by Presenter', 'Computer Audio', and 'No Audio/Visual Equipment Required'; 'Target Audience' with a text box and a dropdown menu; and 'Commission-Sponsored Session' with a text box and a dropdown menu.

- Be certain to carefully consider and select the technology needs for your presentation if selected.
- Indicate target audience details as accurately as possible. If your presentation is selected, this will provide conference participants with additional information when choosing sessions to attend.
- Important:** If you would like to have your session considered for commission-sponsored selection, please select the appropriate commission(s).

Step 8: Review your proposal information carefully, edit as necessary, and **CLICK Submit.**

Please note that the submit button will not be accessible until all required information has been completed. Your proposal will remain in draft mode and will not be reviewed for selection until final submission has been completed.

You will receive an automatically generated email confirmation from NACADA once your proposal has been submitted. This will serve as confirmation that your proposal was successfully completed.

Please be mindful of the deadlines listed as proposals will not be accepted after the established deadline.

Note: *An individual may submit a maximum of four (4) presentation proposals, whether as a lead or co-presenter, for pre-conference workshops, poster sessions, concurrent sessions, panel sessions, commission/interest group meetings or Hot Topic sessions, per conference.*

**Thank you for your interest in submitting a proposal for the NACADA Annual Conference.
Good luck with your submission!**