NACADA Annual Conference
Proposal Submission Instructions

An individual may submit **a maximum of four (4) presentation proposals**, whether as a lead or co-presenter, for preconference workshops, poster sessions, concurrent sessions, panel sessions, scholarly papers, advising community meetings or hot topic sessions, per conference.

**Step 1:** Access the [NACADA Annual Conference website](#).

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

**Step 2:** Click the **“Submit a Proposal”** button to access the Call for Proposals submission portal.

**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. **CLICK** the **“Enter New Proposal”** button.

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. **CLICK** “Begin Proposal”.

Step 4: Enter components of the proposal submission application.

- Enter a clear and concise **presentation title** reflective of the content of your proposal; max of 100 characters.
- Choose a **topic/track** based on the content of your proposal.
- Select up to two **Advising Communities** based on the content of your proposal, if applicable. Not all proposal content is related to an Advising Community and therefore you will select “None.”
- Select one or two **keywords** 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 or a scholarly paper, then select only this option.
- Select the most appropriate option to answer the question **In-Person/Virtual**.
- Select the most appropriate option to answer the question on **Core Competency**.
- 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 Presenters and Co-Presenters information.

- a. Complete the required fields for the Lead Presenter.
- b. 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. Please list all co-presenters that will be a part of your presentation and will be there to present in person, including session moderators.
- c. You will need to answer the question regarding Prior Experience and 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 abstract text.

- Do not include your name of the name of your institution. Identifying information should be omitted from proposal and abstract.
- 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.*
Step 7: Specify technology needs and target audience information by checking the appropriate boxes.

a. Be certain to carefully consider and select the technology needs for your presentation.
b. 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.
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 automatic 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.

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