

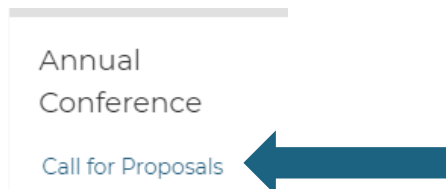
NACADA Annual Conference

Proposal Submission Instructions

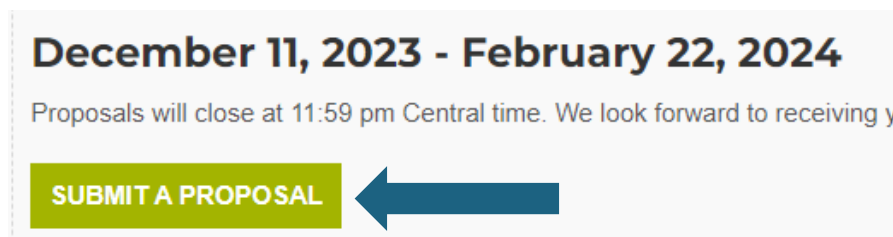
An individual may submit a **maximum of four (4) proposals**, whether as a lead or co-presenter, for preconference workshops, poster sessions, concurrent sessions, panel sessions, or advising community meetings per conference. An individual may submit a **maximum of two (2) scholarly paper proposals**.

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

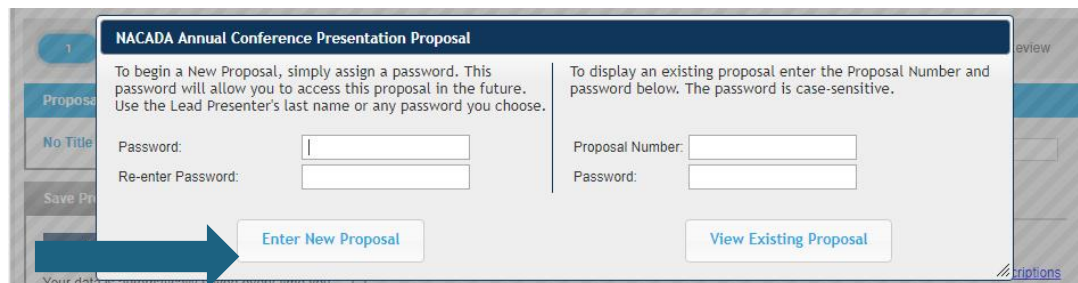
Click on the **Call for Proposals** link on the left-hand side of the webpage.



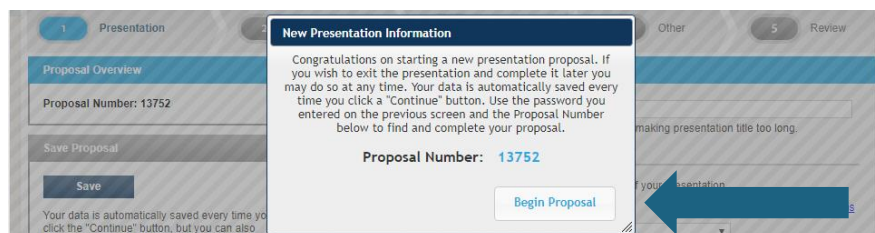
Step 2: Click the **“Submit a Proposal”** button to access the Call for Proposals submission portal.



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.

- a. Enter a clear and concise **presentation title** reflective of the content of your proposal; **max of 100 characters**.
- b. Choose a **track** based on the content of your proposal.
- c. 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.”
- d. Select **one or two keywords** that best describe the content of your proposal.
- e. Select the **program format** that you would accept **IF** your proposal were 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.
- f. Select the most appropriate option to answer the question **Session Presentation Format**.
- g. Select the most appropriate option to answer the question on **Core Competency**.
- h. Check the most appropriate option to answer the question: **What is your presentation based on?**

Presentation

Presentation Title ...

Note: Effective titles are clear and concise. Avoid making presentation title too long. (maximum length 100 characters)

Please choose an advising track as it applies to the content of your presentation.

Primary Track ▼

[View Track Descriptions and Advising Communities Categorized Within Each Track](#)

Selecting Advising Communities:

You will only be able to select Advising Communities categorized within your track selection above.

Please select **up to two** Advising Communities that best apply to the content of your presentation. If your presentation does not align with an Advising Community, please select "None".

Your session will be considered for community sponsorship if at least one is selected.

▼

▼

Keywords: Keywords: Please enter 1 or 2 keywords that best describe the content of your presentation (maximum of two words per field).

▼ ▼

Other Other

* 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.

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

Prior Experience

This information will not be used as criteria for proposal acceptance. Instead, it will be used to provide the Conference Planning Committee with an overview of instances when the session was presented previously as well as your past presentation experience.

Have you made this presentation before? Yes No

Have you made a presentation on any other topic before? Yes No

Commercial Policy

Proposals from individuals who do not represent accredited higher education institutions will be reviewed separately. **Sessions are not to be used by individuals marketing or selling products or consulting or other services.** Individuals who wish to market or sell products or other services should visit the NACADA Annual Conference website in the spring to obtain information on how to become an exhibitor during the conference. [View NACADA Commercial Policy.](#)

Are you employed by a higher education institution? Yes No

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

Step 6: Enter the presentation proposal and abstract text.

- a. **Do not include your name or the name of your institution. Identifying information should be omitted from proposal and abstract.**
- b. Adhere to guidelines on word limits for both the proposal and abstract.
- c. Follow the additional criteria for abstracts. The abstract submitted here will be printed in the conference program for selected presentations.

Proposal

Proposal

Type or paste your presentation proposal in the box below.

- Include the complete title of the presentation, **not your name or the name of your institution**. Identifying information should be omitted from proposal.
- State your presentation's objectives and clearly describe how they will be met (materials, methods, activities, etc.).
- **Use of assessment/evaluation/survey tools:** If the proposed workshop or session requires use of any assessment, evaluation or survey tool, it must be clearly indicated in the proposal text. Any related costs in using these tools will be the responsibility of the presenters. NACADA will not be responsible for costs incurred nor can the costs be passed along to attendees.
- There is a 750-word limit for the proposal.

References (optional)

This section is optional only if you need to include references for your proposal. Do not enter proposal text in this section as it will not be considered as a part of your proposal.

[\(show References\)](#)

135-Word Abstract

This abstract will be published in conference materials, if your proposal is accepted. Conference participants will use session abstracts to determine which sessions to attend. Therefore, your abstract should accurately describe the content and focus of your proposed session.

A well-written abstract increases the probability that your proposal will be selected. If your proposal is selected, this abstract may be edited by the program committee.

- Include the complete title of the presentation, **not your name or the name of your institution**. Identifying information should be omitted from abstract.
- Enclose cited publications in quotation marks.
- Do not use bullets, italics, bold or underlining (these types of formatting are not retained after online submission).
- Do not use incorrect spelling - this is unacceptable.
- Proofread your abstract.
- Do not exceed the 135-word limit (this includes the presentation title). Abstracts that exceed 135 words *will not be reviewed*.

*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.

Other

Audio/Visual (AV) Requests

Check only specific equipment essential to deliver your presentation. Technology should be utilized only when it significantly enhances the quality of your presentation. **Please be conservative in your request and consider alternatives.** Presenters must be capable of connecting their own computers to rented data projectors. NACADA cannot provide setup assistance to individuals at the conference.

- All presenters must be adept at setting up your own computer and projector at the conference.
- Internet is provided throughout the meeting space.
- **AV cannot be utilized for Poster Presentations.**

Flip Chart and Marker

Data Projector and Screen provided by NACADA - for use with PowerPoint

Computer Audio (Speakers) - for use with your own laptop or notebook computer

No Audio/Visual Equipment Required

Target Audience

This information is not used as a selection criterion. It will be used in the on-site conference program only if your proposal is accepted. Attendees have requested more information about each session in order to choose one that best meets their interests.

Who is your session best suited for?

Attendees from one of the following institutional types:

Attendees from a specific institutional size:

Session Content Level:

This session is best fit for:

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 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.