



2025 NACADA ANNUAL CONFERENCE PRESENTATION PROPOSALS

Viva Advising: Excellence in Student Support

 **October 26-29, 2025**

 **Caesars Palace | Las Vegas, Nevada**

Proposals will be accepted until Thursday, February 27 at 11:59 pm Central.

No late submissions will be accepted.

HOW TO SUBMIT

[Proposal Submission Instructions](#)

RESOURCES TO PREPARE YOUR PROPOSAL

[Tutorial on Writing an Effective Title, Abstract, and Proposal](#)

[Proposal Evaluation Criteria](#)

[Proposal Rating Rubric](#)

SESSION FORMATS AND TRACKS

[Session Formats](#)

[Session Tracks](#)

[What is a Scholarly Paper?](#)

ADDITIONAL INFORMATION AND REMINDERS

[Important Reminders](#)

[Presenter Reminders](#)

[Review Phases](#)

Questions? Email nacada-annualconf@ksu.edu

Proposal Evaluation Criteria

Proposals will be evaluated based on:

- Timeliness of the subject matter.
- Topic's contribution to the advising field.
- Clearly stated purpose and objectives.
- Creativity in an approach to a situation or in ways to manage it.
- Adaptability of ideas to a variety of institutional settings.
- Reflective of good writing practices.

Presentation titles should be descriptive of the content of the session. They do not need to reflect the theme of the conference. Presentation titles should be short and concise and not exceed 100 characters.

Priority will be assigned to proposals that demonstrate new ideas or methods or indicate a high level of knowledge and unique treatment of the topic. Proposals from novice, as well as experienced presenters, researchers, and practitioners are earnestly solicited.

Tutorial on Writing an Effective Title, Abstract, and Proposal

Abstract vs. Proposal - What is the Difference?

- The **Abstract** will appear in conference materials and is meant to attract attendees to your session. Be sure to include the level of participation as well as your target audience.
- The **Proposal** is the outline or description of your session that proposal readers use to evaluate your session. State the presentation's objectives and clearly describe how objectives will be met (materials, methods, activities, etc.).

Do NOT include your name or the name of your institution anywhere in the title, abstract, or proposal to ensure an impartial review.

Evaluation Criteria Used by Reviewers

Your proposal will be evaluated by volunteer readers, advising communities chairs, and members of the—conference planning committee using the following criteria:

1. **Interest:** Would there be a high level of interest in this session?
2. **Application:** Would these ideas be adaptable to other institutions?
3. **Clarity:** Are the abstract and purpose of the proposed session well articulated?
4. **Creativity:** Would this introduce new ideas, approaches, and concepts?
5. **Relevance:** Is this topic relevant to current advising issues?

Three Characteristics of Effective Proposals

1. A solid foundation for proposal content (a framework of the program should be evident based on data indicating success of a program or strategy discussed). Proposals should reflect the diversity of students and advising programs when possible.
2. Adherence to proposal submission guidelines.
 - It is important to include all information requested in the program proposal guidelines and adhere to length restrictions where indicated.
3. Reflective of good writing practices.
 - Well-written proposals are rated more favorably than those lacking clarity, specificity and conciseness. A logical program organization should be evident. Proofreading your proposal before submitting is essential.

Writing an Effective Title

The presentation title is your first opportunity to invite the reader to your program. An effective title encourages the reader to review the abstract; a poorly written title can cause the reader to dismiss the proposal. Avoid making presentation titles too long. Your title should not exceed 100 characters.

At a minimum, an effective title:

- Introduces the subject matter.
- Captures the interest of the reader.
- Does not become a run-on sentence (keep it brief).

If appropriate, an effective title:

- Identifies the scope, sequence and/or level of the program content.
- Identifies specific group presenting.
- Identifies potential target audience.

Examples of well-written program titles:

- Why Do I Have to Take This Class?
- Advising as Teaching and Learning: Best Practices, Tools, and Tips.
- Applying the Glue that Holds Us Together: Building Trust Through Effective Advising Administration and Leadership.
- Helping High-Achieving Students Develop Parallel Plans.

Writing an Effective Abstract

The abstract is a brief description of your presentation that provides the reader with an accurate picture of what the presentation will cover. The abstract helps conference attendees choose between over 25 concurrent sessions. Well-written abstracts identify the purpose and intent of the program, are concise, organized and specific. Additionally, effective abstracts begin with the most important information or thought. Defining unfamiliar abbreviations and acronyms is helpful to the reader. Use the 135 words to outline the presentation content and save your research and theory for the actual presentation.

At a minimum, an effective abstract:

- Captures the attention of the reader.
- Adheres to the abstract submission guidelines; 135 words including title (the abstract limit for preconference workshops is 250 words).
- Previews the content and what the attendee can learn.
- Identifies the manner of audience involvement.
- Clarifies the contribution of the topic to the field.
- Alludes to the benefits of the program content.

If appropriate, an effective abstract:

- Summarizes the content and activities of the presentation.
- Distinguishes the program format (e.g., group discussion).
- Clarifies special programs that may not be familiar to NACADA members.
- Designates the scope, sequence and/or level of the program content.
- Names the potential target audiences.

[View well-written and effective abstracts here.](#)

Writing an Effective Proposal

Reviewers rely on an in-depth, well-written description to enhance their understanding of the content and goals of the presentation. A complete description includes background information, an overview of the presentation, and a description of the format. If the presentation is reporting research, a description of methods, findings and recommendations may be appropriate - an emphasis on research results and collected data is highly desirable. The presentation description should also include learning outcomes, methods of audience involvement (i.e., engaging in discussion, sharing effective practices, analyzing a case study), and the familiarity and background of the presenters with the subject matter of the presentation. If the presentation includes issues of equity and/or inclusion and/or diversity, share how these provide a significant addition to the field of academic advising.

If appropriate, an effective proposal description:

- Mentions relevant theories and research.
- Includes an outline of the presentation.
- Describes intended learning outcomes for participants.
- Includes issues of equity and/or inclusion and/or diversity.

[View well-written and effective proposals here.](#)

Selecting the Correct Session Format

Lecture/Discussion: A 60-minute presentation by one or more presenters; discussion time for questions and answers is encouraged. Please include all the names of the presenters that will be taking part in the presentation. If you choose lecture/discussion, please be specific in your abstract on how much interaction will take place in your session.

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. Panels are required to be formed by the person submitting, must have a moderator, and are expected to represent the perspectives of more than one institution. Please include all names of the panelists that will be taking part in the presentation. If you choose panel, please be specific in your abstract on how much interaction will take place in your session.

Poster Presentations: Presented in the form of a bulletin display and delivered primarily through the use of graphics and handout materials. These sessions are most appropriate for display of specific programmatic approaches and research findings. The presenter should expect to make brief remarks when approached by attendees, share information, and answer questions about the presentation topic. Audiovisual equipment nor internet is available for poster sessions.

Preconference Workshops: Preconference Workshops are designed to feature specialized topics in the advising profession. These should be highly participatory sessions that cannot be effectively addressed in another format. Session participation is limited to maximize the opportunity for interaction.

Scholarly Paper Presentation: A scholarly paper will address an issue or question that **either** has been the subject of ongoing discussion/debate among scholars or that perhaps has not been recognized as a salient issue but should be. This paper may argue for a novel position on the issue at hand or may argue for a familiar position in a novel way. The argument will make use of the methods and epistemologies of one or more academic discipline, and will do so in a way that (in addition to supporting the paper's position) models the academic discipline(s), as applied to advising.

The final manuscript should not exceed 30 double-spaced pages (excluding citations). The papers are to be uploaded into the conference portal. Authors are permitted no more than 15 minutes to present during these multi-paper sessions. Authors who fail to submit their manuscript by the deadline will not be permitted to present at the conference. [More detailed information on scholarly papers can be found here.](#)

Important Reminders

You must complete all items of the online proposal. Incomplete submissions will not be accepted. If you have trouble submitting online, please call the NACADA Executive Office at 785/532-5717 or email nacada-annualconf@ksu.edu.

- A well-written proposal and abstract will enhance your submission. Check for spelling errors before submitting!
- **DO NOT** include your name or the name of your institution anywhere in the title, abstract, or proposal to ensure an impartial review.
- Submit all information in plain text. No bullets or other special characters in the abstract.
- An individual may submit a **maximum of four (4) presentation proposals**, whether as a lead or copresenter, for preconference workshops, poster sessions, concurrent sessions, or panel sessions. An individual may only submit a **maximum of two (2) scholarly papers**, whether as a lead or copresenter, per conference.
- It is critical that the title and abstract reflect the content of your proposed session. Attendees depend on the title and abstract to determine which sessions to attend.
- Late proposals will not be accepted. We highly recommend submitting your proposal early.

Presenter Reminders

- All presenters (except for preconference workshops) are expected to submit handouts or other materials used in their sessions to NACADA, prior to the conference. The material is published to the conference app and accessible only to conference attendees.
- Due to budgetary considerations, it is not possible to offer either an honorarium or a waiver of registration fees to presenters. All presenters and co-presenters must register and pay for the conference including NACADA membership (General/Student/Retiree).
- Scheduling of presentations is a complex process. If accepted, your presentation may be scheduled at any time during the conference. In June, you will receive notice of the date and time scheduled for your presentations. Please make travel plans accordingly.
- A session **cancelled after August 15** is considered failure to meet the agreement made between NACADA and the presenter/s. **Presenters cancelling after the August 15 deadline** will not be considered for further presentations for **3 consecutive years**.

Review Phases

Phase I: Volunteer Reviews

Volunteer peer reviewers evaluate assigned proposals submitted using the proposal rating rubric. Late evaluations will be not accepted/reviewed.

Phase II: Chair Reviews

Advising Community, Preconference Workshop, Poster, and Concurrent Chairs compile peer reviewer evaluations for assigned topics/proposal session type. After compiling reviewer evaluations and recommendations, chairs submit their recommended proposal selections to the conference chair(s).

Phase III: Final Decisions

The conference chair(s) reviews all recommendations from phase I and II. Final decisions are made based on proposal scores, reviewer and chair comments, and with consideration of balancing tracks and other factors to maintain a diverse and broad program of sessions.

Phase IV: Notifications Sent

After proposal selections are finalized, all proposal submitters are notified of selection status the first part of April.

Phase V: Sessions Scheduled

Selected presenters are notified of their presentation day/time/format in early June. Presenters MUST be available to present on any day of conference.