HOW TO WRITE A CONFERENCE PROPOSAL

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Session Outcomes

- Understand the attributes of a conference proposal: session title, presentation type, abstract, and proposal.
- Brainstorm possible topics and/or collaborations with others
- Consider possible venues for presenting
- Gain knowledge about how proposals are reviewed
What makes up a Proposal?

- Session Title
- Presentation Type
- Abstract
- Proposal
Session Title

• Clear, concise, and descriptive

• 100 maximum characters

• Does NOT have to tie in to conference theme
Presentation Format Types

- Lecture session
- Panel session
- Poster session
- Pre-conference session
- Scholarly paper session
Abstract

• Program summary or description

• This is the text that will appear on the conference program website and app.

• Effectively communicate content of session to potential attendees

• 135 maximum words
Proposal

• 750 maximum words

• Should not merely be a restatement of abstract!

• Articulate learning outcomes for session

• Agenda/outline of session

• What additional background information would be useful for the reviewers to know about your presentation?

• References to books/articles/etc are good (and there is a separate submission section for them!)
How do I come up with an idea?!

• You need to be excited about your topic!
• You don't have to be an expert on a topic.
• You don't have to do it alone.
Brainstorm Prompts

• What am I interested in?
• What interesting or unique thing am I doing at work?
• What voice, perspective, or experience can I add to the field of advising?
Other Key Considerations

• Who would you want to collaborate with?
• How much do you already know about the topic?
• Who is your target audience?
Possible Venues for Presenting

- Campus professional development workshops/conferences
- Affiliated state advising organizations
- Regional NACADA conferences
- Annual NACADA conference
- International NACADA conference
- Other higher education/student affairs conferences (local or global)
Timeline for NACADA Call for Proposals

Regional Conferences:
Call for proposals opens mid-October and closes late November

International Conference:
Call for proposals opens mid-October and closes late November

Annual Conference:
Call for proposals opens mid-December and closes mid-February
How are Proposals Reviewed

• Three-round process (for Annual Conference):
  ◦ First by volunteer reviewers
  ◦ Second by Advising Community Chairs
  ◦ Third by Conference Committee

• Rubric for evaluation used for scoring

• Approximately 1/3 of submitted proposals are accepted for the Annual Conference
Next Steps

- Brainstorm long list of possible topics
- Narrow down focus on topic you're excited about
- Start to draft learning outcomes
- Create draft of proposal
- Find a partner who will give you critical feedback on your proposal
Still not quite ready to present?

- Volunteer to be a proposal reader for next year's annual conference (call for volunteers will come out in January, reading happens late February/early March)

- Read books, articles, etc, about higher education and/or advising (or anything that might be relatable to the field!)

- Talk with others who have presented before