

SUBMITTING YOUR PROGRAM PROPOSAL



This document walks you through the information that you will be asked to enter during the online program proposal submission process. Please review this information PRIOR to starting your online submission, as it will help you pull together the details you need to make the process go smoothly.

SESSION TITLE (70 characters or less)

This is the title that will appear on the website and in the mobile application. The title should draw the participant's eye while accurately capturing the essence of the presentation.

SESSION DESCRIPTION (500 characters or less)

This is an abstract of the session that will appear on the website and in the mobile application. This description should effectively and concisely inform participants about the content they should expect to find in the presentation. This is your marketing blurb, and will largely determine if participants choose to participate in your session or not.

SPEAKERS

As the person submitting the proposal, you are the primary speaker. You will be **required** to enter your first and last name; email; college/university/organization; short bio (250 words or less). You have **the option** of also submitting your headshot and social media handles.

You may have up to **5 co-speakers**. If there are co-speakers for your session, you will need to enter them into the form. Please be prepared to enter their first and last name; college/university/organization; email address.

Add Co-Presenters

☒ Would you like to add co-authors to your abstract?

Speaker Type:

Select a speaker type

Name*

Full name including salutation and suffix

First Name: *

Last Name: *

Email Address: *

Organization

Select an organization

Job Title:

[Remove this Co-Author](#)

[Add Co-Author](#)

LEARNING OBJECTIVES (150 characters or less per objective)

You will identify three learning objectives for your program. These are statements that indicate what the participant will know or be able to do as a result of participating in the session. These objectives are used extensively in the review process to select programs that meet the needs of our participants. There is no need to number or use bullet points for your learning objectives, simply copy and paste one learning objective into each of the three boxes, as appropriate.

SESSION TYPE Select your Session Type from the dropdown.

PRE-CONFERENCE SESSIONS (180 minutes) are extended sessions that provide a more thorough examination of a topic. The additional time offers the opportunity for greater interactivity with presenters and/or to assume a workshop format. Examples may be how to better write for publication or implementing large-scale initiatives.

STANDARD INTEREST SESSIONS (50 minutes) are presentations designed to explore a topic of interest for the housing and residence life profession. Interest Sessions are designed to be more generalizable so that participants can apply learning to multiple situations and settings.

ROUNDTABLES (50 minutes) are designed to facilitate conversations among attendees focused on a common topic. Audio-visual technology is not provided for these sessions. These discussions are limited to 25 participants.

PANELS (50 minutes) present differing viewpoints on a debatable topic. The purpose of a panel presentation is to be able to hear a wide-range of perspectives on a given topic and to hear support and reasons for those positions from a group of experts.

OUTLINE (500 words or less)

You will be asked to provide a detailed outline of how you plan to achieve the learning outcomes of your session. Be specific about learning strategies you would use so that participants actively engage with the content, and indicate the amount of time you spend on each section of your outline. Presentations should provide opportunities for participants to interact with each other in meaningful ways to, to internalize learning outcomes of your presentation. Please indicate ways, if any, in your outline that participants will interact with each other in groups.

If you are submitting a Roundtable or Panel proposal, it is not necessary to include an outline. Instead, please provide a short description of your “key conversation starters”. Note: It will be easiest to copy and paste your outline into the space provided.

YEARS OF EXPERIENCE

Indicate the number of professional years of experience you have in the field.

ACUHO-I COMPETENCY AREA

After choosing your topic area, you will also self-identify which [ACUHO-I Competency](#) most appropriately describes your session content. These core content areas are unique in housing and residence life when compared to other fields or areas of student affairs. You can select up to two Competency areas that best fit the content of your session. If your program focuses on more than one Core Competency Area, please select a second one from the list.

Foundations

Business Management

Public Private Partnerships

Student Learning & Development

Human Resources

Emergency Management

Residential Facilities

Ancillary Partnerships

Dining Services

OVERALL TIPS AS YOU PREPARE YOUR PROPOSAL

- Don't skimp on the outline and learning objectives! Three learning objectives and a well constructed outline have a significant impact on proposal acceptance. Each year the program committee receives feedback that these two areas are missing or incomplete, which frequently results in a declined proposal.
- Gather all of the information you may need prior to starting the online proposal submission process. This will ensure that you do not lose valuable work, or submit duplicate proposals.
- As you develop your proposal, consider your audience. How can you focus your presentation (from description, to learning objectives, to the outline) to ensure that the right participants are in the room, and that they are learning what you intended?
- Connect the content of the presentation to a variety of campus types and/or situations. Use unique experiences to help each participant generalize to other situations.
- Ensure the presentation can relate to schools in other countries.
- Proposals and conference presentations should focus on the emerging and persistent issues in housing and residence life. As you develop your proposal, it is important to recognize that the issue discussed should be the priority of time spent in the session. The specific examples of campuses and settings should be used simply to illustrate the concepts of the issue and strategies used to address it.
- Proposals that focus on the setting and not the issue are unlikely to be accepted, compared to programs that focus on issues.
- Proposals that highlight only a single campus are unlikely to be accepted, compared to programs that highlight several different settings.