



2021 CAAHP Conference Proposal Overview and Checklist

Thank you for your interest in submitting a proposal for the 2021 CAAHP Hybrid Conference in Milwaukee, WI. We are excited that you have an interesting idea you want to share with other advisors. We anticipate that we will receive more proposal submissions than we can accommodate during the conference. In order to improve the likelihood that we select your proposal, we offer the following advice:

Time Constraints:

We are offering 45 minute concurrent sessions where the first 30 minutes includes a presentation and the last 15 minutes are reserved for questions and answers.

We are also offering a limited number of 60 minute plenary sessions where the first 45 minutes are reserved for a presentation and the last 15 minutes are reserved for questions and answers.

Presentation Format:

We recognize that the ongoing Covid-19 pandemic will present challenges for both presenters and attendees. So in an effort to increase accessibility to conference programming, our hybrid conference will include options to present in person and virtually. Please note that while we continue to work out logistics, it may not be possible for ALL in person content to also be available virtually. Virtual content may be presented live or pre-recorded, but we plan to provide opportunity for live Q&A. We ask for your flexibility: In the event that our conference needs to go all virtual, all presenters will be contacted to make any necessary adjustments to your presentation format.

Screening Criteria:

Your proposal should be concise. The title and wording of the proposal should make it clear to reviewers what information or ideas you will be sharing. Reviewers should not have to guess or try to make assumptions about the content. Does the proposal have a clear statement of outcomes? Make sure the proposal clearly defines what the outcomes of your presentation are that you would expect for anyone who attends your presentation.

Reviewers will be reading many proposals. Proposals that are well-written, carefully edited, and organized will be more highly regarded than proposals that are not organized, difficult to follow, or contain grammatical and/or typographical errors. While not required, reviewers also

appreciate proposals that bring new, innovative ideas to the table. If your proposal includes something you feel is new and/or innovative, please highlight this.

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Proposal Submission Checklist

Please use the following checklist to ensure you have all of the required information before completing the online submission form. All information will need to be ready when you go to complete the [form](#); there is not an option to save and complete later.

Presenter Information

- Membership Type
- Name
- Title
- Institution/Company/Association
- Address
- Preferred Phone Number
- Email Address

Co-Presenters

Presenters may enter up to three (3) co-presenters on the submission form. If more than three are involved in the presentation, you will need to contact Amanda Horwitz at fg8638@wayne.edu. The following information will be collected about each co-presenter:

- Name
- Title
- Institution/Company/Association
- Address
- Preferred Phone Number
- Email Address

Presentation Proposal

- Title
- Abstract (A summary of the presentation to be used in the program or online platform, no more than 150 words)
- Session Description (this is a more in depth summary of the presentation, no more than 300 words)
- Brief agenda for the session. Be sure to include activities planned for participants.

- In line with the theme of the conference and keeping in mind the impacts that COVID-19 has had on the profession of advising, which of the following themes does your proposal align with?
 - Diversity, Equity & Inclusion
 - Advisor & Student Wellness
 - Embracing Technology
 - New Advisor Tips & Tricks

Audio/Visual/Technology Needs

If presenting in person, what are your audio/visual/technology needs?

If presenting virtually, what are your AV needs? (recording, livestreaming?)