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.

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 4 **additional 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.

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-CONFERECE SESSSIONS (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, but a flipchart and markers will be available. 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, in order 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.

CORE COMPETENCY

After choosing your topic area, you will also self-identify which ACUHO-I Core 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 three Core 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.

Academic Initiatives	Facilities	Policy/Legal Issues
Ancillary Partnerships	Fiscal Resources & Control	RA Selection/Training
Assessment	Foundations	Research
Campus Politics	Human Resources	Residence Education
Conference Services	Information Technology	Residence Hall Directors
Crisis Management	Leadership	Strategic Planning
Dining Services	Marketing	Student Behavior
Equity & Inclusion	Master Planning	Student Development
Ethics	Occupancy Management	Sustainability

STUDENT AFFAIRS EDUCATION CERTIFICATION (CSAED) CONTINUING EDUCATION (CE) CREDITS

Student Affairs Education Certification Continuing Education (CE) credits will be offered at Campus Home. LIVE! in 2025. Please select the domain most closely associated with your session proposal (see page 11-13 for definitions). If your session is selected, this information will be used to vet your session for CE credit eligibility.

Foundations of the Profession	Leadership
Student Learning, Development, and Success	Talent Management
Assessment and Evaluation	Crisis and Risk Management
Social Justice and Inclusion	Financial and Facility Management

OVERALL TIPS AS YOUR 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.