

## Guidelines for Proposal Submission – NAAHP 2022

Extended-Proposal Submission Deadline - Sunday, Sept. 26, 2021 @11:59pm EST

Thank you for your interest in submitting a proposal for the NAAHP 2022 Conference in Denver, Colorado. We are excited that you have an interesting idea you want to share with other advisors. We anticipate that we will receive many 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:

- Flexibility:** We are offering both oral presentations and poster sessions during the conference. Having the flexibility to present your ideas in formats other than your preferred format will give us more options for you. There are three types of presentations: (a) poster only, (b) concurrent session that is 20 or 50 minutes long, or (c) concurrent 20 or 50 minute session plus a poster. You should select the format that best serves your presentation.
- Review Process:** All proposals will be screened and rated by multiple reviewers including members of the 2022 Program Planning Committee and NAAHP community members. Your proposal will earn more points, and thus be more likely to be selected, if you keep in mind the following information that we will use for reviewing proposals.
- Presentation Details:** There is a word limit for each section of your proposal. The title is limited to 25 words, while the other sections (e.g., information/background, abstract, etc.) are limited to 135 words. There is an opportunity to add Optional Information (limited to 150 words) to help the committee make its decision.
- Target Audience:** There is a dropdown box for you to select your audience. It is important to note that your selections will not affect the review process.
- Tags/ Keywords:** Tags are keywords that can help your audience find your poster and/or concurrent session. Select one to three tags. Tags and keywords will not affect the review process.
  - Application
  - Best Practices
  - Community Colleges
  - Data
  - Diversity, Equity, and Inclusion (DEI)
  - Standardized Exams
  - Essays
  - Ethics
  - Experiential Learning (Clinical, Service, Student Orgs, Study Abroad)
  - Gap/Bridge Year (Non-Academic Programs)
  - Interviews
  - Letters
  - Mentoring
  - Post-Bac
  - Professional Development (Networking, Advising Models)
  - Situational Judgement Tests
  - Technology
  - Work/Life Balance
  - Other
- Poster Choice:** There are three options for you to select your poster type; select the best one. It is important to note that your selection will not affect the review process.



7. **Upload Presentation Materials:** The speaker is **required** to submit a headshot (JPG Image Format [ .jpg] - Max File Size 10MB) for the website at the time of the proposal submission. There is a field on the proposal for the final presentation, **but this is not required at the time of proposal submission. Accepted concurrents will be contacted regarding final presentation requirements.**

**New this year: We are pleased to announce that you can start a proposal, save it, and return to that proposal before submitting!**

### **Screening Criteria:**

- **Word limit:** Your proposal should be concise. Word limits are included in the Proposal Form where appropriate.
- **Does the proposal clearly explain the content that will be included?** 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 objectives and outcomes? What do you hope the audience will take away from your presentation/poster?** Make sure you clearly define what the objectives of your presentation are and the outcomes you would expect for anyone who attends your presentation or reads your poster. Please submit “S.M.A.R.T.” objectives.
- **Does the proposal provide practical or useful knowledge to the audience?** Make sure your presentation gives advisors useful information to help in advising students.
- **Does the proposal provide innovation to the audience?** While it is not a requirement for a proposal’s selection, proposals benefit from giving advisors new and/or innovative information to help in advising students.

Reviewers will be reading many proposals. Proposals that are well-written, carefully edited, and organized will be more highly regarded than proposals that are unorganized, difficult to read or 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 provides new or innovative ideas, be sure to highlight this.