



## 2003 NACADA Annual Conference Call for Presentation Proposals

Dear Colleagues:

It is with great pleasure that we invite you to participate in the 27th National NACADA conference in Dallas, Texas. The theme for the conference is **Teach, Encourage, eXcel, Advise, Support: Building Stronger Networks for Student Success**. The number one goal of the 2003 conference is to connect advisors from across the country so that we can TEACH each other new theories and best practices; ENCOURAGE each other to make changes on our home campuses; eXCEL at our jobs with a newfound energy; ADVISE our students so they are successful; and SUPPORT academic advising as a profession.

We invite you to submit proposals for pre-conference workshops, concurrent sessions, discussion sessions, and poster presentations that share theories, best practices, uses for technology, or creative ways to connect with colleagues and students. Help make the 2003 conference a worthwhile forum for the exchange of ideas!

We look forward to welcoming you to the Lone Star State and hope you will return to your campus energized and with new ideas that will help you in your professional endeavors.

2003 Program Co-chairs

**Karen Stucky**  
University of Texas-Arlington

**Cole Holmes**  
University of Texas-Austin

### 2003 CONFERENCE COMMITTEE

#### Co-chairs

*Karen Stucky*  
University of Texas-Arlington

*Cole Holmes*  
University of Texas-Austin

#### Preconference Workshops

*Rhonda Cannon*  
North Harris College

#### Publications

*Tricia Gore*  
University of Texas-Austin

#### Concurrent/Discussion Sessions

*Renee Borns*  
University of Houston-Downtown

#### Hospitality

*Trey Anderson*  
University of North Texas

#### Poster Sessions

*K. Leigh Hamm*  
Huston-Tillotson College

#### Volunteers

*Jackie Dana*  
University of Texas-Austin  
*Jon Ness*  
Kaplan College

#### Exhibits

*Dan Randazzo*  
University of Texas-Austin

#### Evaluations

*Peggy Jordan*  
Oklahoma City Community College

## Instructions for Submitting Presentation Proposals

### OPTION ONE: ONLINE SUBMISSION (PREFERRED OPTION)

1. **LOG ON TO** [www.nacada.ksu.edu/2003proposals](http://www.nacada.ksu.edu/2003proposals) after December 1st. Detailed instructions and a tutorial on writing an effective proposal and abstract are at this site. You must completely fill out the online Presentation Proposal Application— incomplete applications will not be accepted. If you experience difficulty submitting online, please e-mail the NACADA Executive Office at [nacada@ksu.edu](mailto:nacada@ksu.edu).
2. **PRESENTATION PROPOSAL:** Type in your presentation proposal. **Include the complete title of the presentation, but do not include your name** in this proposal. The proposal should state the presentation's objectives and clearly describe how objectives will be met (materials, methods, or activities).
3. **135 WORD ABSTRACT:** This abstract will be published in the printed program should your proposal be accepted; therefore, it should **accurately describe** your presentation to attendees. **Include the complete title of the presentation, but do not include your name.** Do not italicize, bold or underline for emphasis. Italicize only for cited publication titles. Do not use bullets. PLEASE proofread your abstract. **The 135-word limit includes the presentation's title.** Abstracts exceeding the 135-word limit *will not be reviewed*.
4. **PROPOSALS RECEIVED AFTER FEBRUARY 10, 2003** *will not be reviewed.* (Early submissions are appreciated.)

### OPTION TWO: MAIL-IN SUBMISSION

1. **APPLICATION:** Enclose two copies of the **Presentation Proposal Application**.
2. **PRESENTATION PROPOSAL:** Enclose two typed copies. Include the complete title of the presentation, but do not include your name on this proposal. The proposal should list the presentation's objectives and clearly describe how objectives will be met (materials, methods, or activities).
3. **135 WORD ABSTRACT:** Enclose two typed copies. See specific instructions in number 3 above.
4. **DISK:** In addition to the paper copies, enclose one copy of your presentation proposal and abstract, including the presentation's complete title, on a high density 3.5" floppy disk, **IBM compatible**. No Mac disks will be accepted. This file should be the only file on the disk. Please use **Arial font style, size 12**. Use one of these word processing applications: **MICROSOFT WORD, ANY VERSION; COREL WORDPERFECT, VERSION 6.X OR HIGHER**. Clearly label the disk with your name and presentation title.
5. **FAXED OR INCOMPLETE PROPOSAL APPLICATIONS** cannot be accepted.
6. **PROPOSALS RECEIVED AFTER FEBRUARY 10, 2003** *will not be reviewed.* Mail to:  
2003 CONFERENCE PROPOSALS, NACADA Executive Office, 2323 Anderson Ave, Suite 225, Manhattan, KS 66502-2912 (Early submissions are appreciated!)

## Proposal Evaluation Criteria

Proposals will be evaluated on the basis of:

- |                                     |  |
|-------------------------------------|--|
| ■ Clarity                           | ■ Interest to the membership                     |
| ■ Relevance to the conference theme | ■ Creativity                                     |
| ■ Timeliness                        | ■ Adaptability of ideas to a variety of settings |

Priority will be assigned to proposals that demonstrate new ideas or methods, or indicate a high level of knowledge and unique treatment of the topic. Proposals from inexperienced as well as experienced presenters, researchers, and practitioners are earnestly encouraged.

## Questions?

**Program Content:** Contact *Karen Stucky*: [kstucky@uta.edu](mailto:kstucky@uta.edu) or *Cole Holmes*: [cole.holmes@bus.utexas.edu](mailto:cole.holmes@bus.utexas.edu)

**Submission Procedure:** Contact the NACADA Executive Office.

Phone: (785) 532-5717 e-mail: [nacada@ksu.edu](mailto:nacada@ksu.edu)

You can access this document on our web site: [www.nacada.ksu.edu](http://www.nacada.ksu.edu)

## Remember for 2003

- Due to budgetary considerations, it is not possible to offer either an honorarium or a waiver of registration fees to program presenters.
- All presenters are expected to electronically submit handouts or other materials used during their sessions to the Executive office, preferably prior to or alternatively within one week after the conference, to be posted on the NACADA web site.
- All presenters and co-presenters must register for the conference and pay the appropriate fee.
- Scheduling programs is a complex process. If accepted, your program may be scheduled at any time during the conference. In June, you will receive notice of your presentation's date and time. Make travel plans accordingly.

# Presentation Proposal Application—Please type or print clearly

## ■ Presenter Information

Title of Presentation			
Lead Presenter: Last Name	First Name	M.I.	
Institution			
Street Address (complete official postal service address)			
City	State	Country	Zip + 4/Postal Code
Day Phone	FAX	e-mail	

If you have co-presenters, please list them in the order you would like them to appear in the printed conference program, if your proposal is accepted.

Co-presenter 1	Co-presenter 2	Co-presenter 3
Institution	Institution	Institution
Street Address	Street Address	Street Address
Street Address	Street Address	Street Address
City/State/Postal Code	City/State/Postal Code	City/State/Postal Code
Phone	Phone	Phone
e-mail address	e-mail address	e-mail address

## ■ Program Formats

*Numerically rank* the formats you would accept for this presentation proposal, with 1 indicating the format you feel most appropriate. The committee may assign a different format to assure a balanced program.

- Concurrent Paper Session:** A 60-minute presentation by a single presenter or co-presenters.
- Discussion Session:** A 60-minute discussion session where presentations are limited to short general commentaries that stimulate audience/presenter interaction.
- Poster Presentation:** A visual display showcasing an innovative advising program, research, or activity. Provides an opportunity for informal interactive one-on-one discussions. No audio-visual equipment may be used.
- Preconference Workshop:** Circle one: 2 hour    3 hour    4 hour
- Check here if you will accept only the preconference workshop format.**
- A 2, 3, or 4-hour workshop designed to feature specialized topics in the advising profession. These should be highly participatory sessions that cannot be effectively addressed in another format. Session participation is limited to 35 people to maximize the opportunity for interaction. All preconference workshops are on Thursday, October 2nd.
  - A maximum of 20 preconference workshop proposals will be accepted through this submission process. All preconference workshop presenters must be paid NACADA members at the time of the conference.
  - To submit a proposal for a preconference workshop, in addition to the regular instructions, type "Preconference Workshop Proposal" in the first line of your abstract, regardless of its ranked format.

## ■ Prior Experience

This information will not be used as proposal evaluation criteria for acceptance. It will be used by Commission Chairs to designate certain accepted proposals as "sponsored."

Have you made this presentation before? If so, list date and event(s).

No     Yes \_\_\_\_\_

Have you presented on any other topic before? If so, list date and event for up to three presentations.

No     Yes \_\_\_\_\_

## ■ Program Tracks

Rank, *in numerical order*, up to three (3) tracks that apply to the content of your presentation.

### Tracks/Target Populations

- Advising Administration
- Advising Adult Learners
- Advising Business Majors
- Advising Graduate and Professional Students
- Advising Student Athletes
- Advising Students with Disabilities
- Advising Transfer Students
- Advisor Training & Development
- Engineering & Science Advisors
- Faculty Advisors
- Lesbian, Gay, Bisexual, Transgendered & Allies Concerns
- Multicultural Concerns
- Small Colleges & Universities
- Technology in Advising
- Two-year Colleges
- Undecided/Exploratory Students
- Academic Affairs/Student Services Collaboration
- Advising & Career Planning
- Advising Education Majors
- Advising Fine Arts Students
- Advising High Achieving Students
- Advising Models
- Assessment of Advising
- Developmental Advising
- Distance Education Advising
- ESL/International Student Advising
- Ethical/Legal Issues
- Facilitating Change in Advising
- First-Generation College Student Advising
- First-year Students
- Health Professions Advising
- High School to College Advising
- Liberal Arts Advisors
- Pre-Law Advising
- Probation/Dismissal/Reinstatement Issues
- Retention
- Theory & Philosophy of Advising

## ■ My presentation is based on:

Check one:

- Research** Summarizes research on a particular topic or the results of a research-based study.
- Theory** Theory-based and challenges or enforces a particular theory.
- Models/Applications** Tells how an institution has implemented an advising strategy and its results at that institution.

## ■ Audiovisual (AV) Request:

Check only specific equipment needed—requests cannot be altered later. Computers are the presenters' responsibility. Partial cost for an LCD projector is assumed by the presenters. If the proposal is accepted, a \$100 fee must be remitted in March for LCD projector requests. Internet access is not provided. AV cannot be utilized for Poster Presentations.

- None
- Slide Projector/Screen
- Overhead Projector/Screen
- Screen only (will bring my own LCD projector)
- VCR/Monitor
- Flip Chart/Marker
- LCD Projector (\$100 due in March if proposal accepted)

## ■ Commercial Policy:

Proposals from representatives who do not represent accredited higher education institutions will be reviewed separately. Sessions are not to be used by individuals marketing or selling products or consulting or other services. This policy does not prevent product users from referring to specific commercial products nor does it prevent user roundtable discussions regarding specific products.

- I represent an accredited higher education institution.
- I do not represent an accredited higher education institution.