

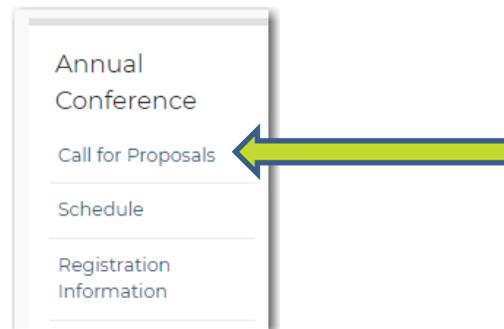
NACADA Annual Conference: Proposal Submission Instructions

Note: An individual may submit **a maximum of four (4) presentation proposals**, whether as a lead or co-presenter, for preconference workshops, poster sessions, concurrent sessions, panel sessions, advising community group meetings or Hot Topic sessions, per conference.

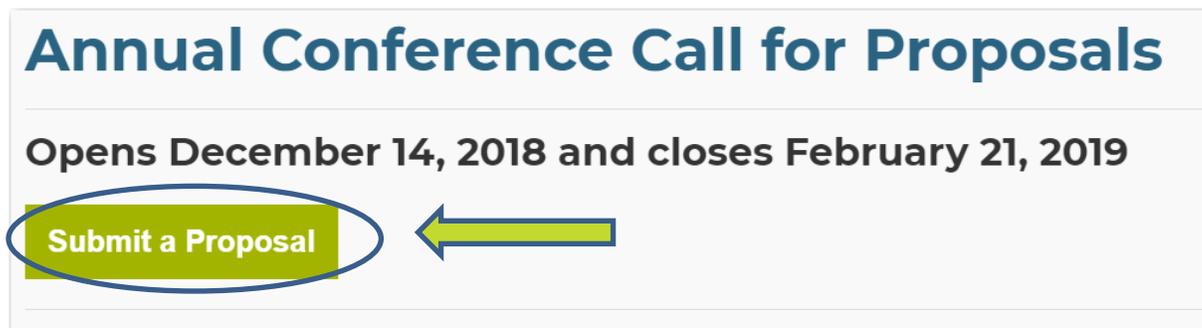
Step 1: Access the **NACADA Annual Conference website:**

www.nacada.ksu.edu/Events/Annual-Conference.aspx

*Click on the **Call for Proposals** link on the left-hand side of the webpage.



Step 2: Click the **“Submit a Proposal”** button to access the Annual Conference Call for Proposals submission portal.



Step 3: Enter a password. *Please use a password that you will remember in case you need to save your work and re-enter the system later. Enter the password again for verification.

NACADA Annual Conference Presentation Proposal

To begin a New Proposal, simply assign a password. This password will allow you to access this proposal in the future. Use the Lead Presenter's last name or any password you choose.

To display an existing proposal enter the Proposal Number and password below. The password is case-sensitive.

Password:

Re-enter Password:

Proposal Number:

Password:

[Enter New Proposal](#) [View Existing Proposal](#)

***CLICK the “Enter New Proposal” button.**

Note: A pop-up screen will appear with your Proposal Number. Please write this number down as it will be used along with your password if you need to re-enter the system later.

New Presentation Information

Congratulations on starting a new presentation proposal. If you wish to exit the presentation and complete it later you may do so at any time. Your data is automatically saved every time you click a "Continue" button. Use the password you entered on the previous screen and the Proposal Number below to find and complete your proposal.

Proposal Number: 13752

[Begin Proposal](#)

***CLICK “Begin Proposal”.**

Step 4: Enter components of the proposal submission application.

The screenshot displays a web application interface for proposal submission. At the top, there are five tabs: 1 Presentation (selected), 2 Presenters, 3 Proposal, 4 Other, and 5 Review. The main content area is divided into two columns. The left column contains three sections: 'Proposal Overview' with 'Proposal Number: 13752', 'Save Proposal' with a 'Save' button and a note about automatic saving, and 'Conference Info' for the 'NACADA 2018 Annual Conference' in Phoenix, Arizona, with a 'Proposal Deadline: February 22, 2018'. Below this is 'Contact Info' for the 'NACADA Executive Office' at Kansas State University, including phone, fax, and email details. The right column is titled 'Presentation' and contains several form fields: 'Presentation Title' with a note on character length (125), a dropdown for 'Primary Topic/Track', and two 'Key Words' fields. Below these are 'Program Format' options with dropdown menus and descriptive text for 'Lecture or Discussion Format for Concurrent Sessions', 'Panel Format for Concurrent Session', and 'Poster Presentation'. The interface ends with '---- OR ----'.

- Enter a clear and concise **presentation title** here reflective of the content of your proposal.
- Choose **from the preselected topics or tracks** based on the content of your proposal.
- Enter 1 or 2 Key Words that best describe your proposal.**
- Select the **presentation formats** that you would accept **IF** your proposal is chosen by the selection committee as a conference presentation. Rank **Lecture Session, Panel Session** and **Poster Session** in the order you prefer. Please only select the formats you are willing to present. *Note: If you are interested in presenting a **preconference workshop**, then select **only** this option.
- Check the most appropriate option to answer the question: **What is your presentation based on?**

* After completing the fields on the “Presentation” tab, **CLICK Continue**.

Step 5: Enter information on **Presenters** and **Co-Presenters**.

Presentation Proposal - NACADA 2018 Annual Conference

1 Presentation 2 **Presenters** 3 Proposal 4 Other 5 Review

Proposal Overview

Proposal Number: 13752
Presentation Title:

Save Proposal

Save

Your data is automatically saved every time you click the "Continue" button, but you can also click "Save" at any time. Saving your proposal allows you to work on it later, but it has NOT been "submitted" for approval. You must complete and "Submit" your proposal by February 22, 2018.

Conference Info

NACADA 2018 Annual Conference
Phoenix Convention Center
Phoenix, Arizona
Sunday, September 30th - Wednesday, October 3rd
Proposal Deadline:
February 22, 2018

Contact Info

NACADA Executive Office
Kansas State University
2323 Anderson Avenue, Suite 225
Manhattan, KS 66502-2912
Phone
(785) 532-5717
Fax
(785) 532-7732
Email
nacada@ksu.edu

Lead Presenter **Co-Presenters**

First Name Middle * Last Name
Institution
Street Address *
City State/Province Zip/Postal Code
Country (If other than USA)
Phone ext. *
xxx-xxx-xxxx
Fax *
xxx-xxx-xxxx
Email
Email Confirm * Indicates optional field

Prior Experience

This information will not be used as criteria for proposal acceptance. Instead, it will be used by Commission Chairs to designate sponsored proposals. "Commission Sponsored" proposals are selected by the respective NACADA Commission Chair as being particularly representative of the interests of that commission.

Have you made this presentation before? Yes No
Have you made a presentation on any other topic before? Yes No

Commercial Policy

Proposals from individuals 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. Individuals who wish to market or sell products or other services should visit the NACADA Annual Conference website in the spring to obtain information on how to become an exhibitor during the conference. [View NACADA Commercial Policy](#)

Do you represent a higher education institution? Yes No
Will you be referring to or promoting any commercial products or services?
 Yes, and I or my institution may gain monetarily
 Yes, but neither I nor my institution will gain monetarily
 No

Back **Add Co-Presenter** **Continue**

Load Existing Proposal

- Complete the required fields for the **Lead Presenter**.
- CLICK the "**Add Co-Presenter**" button at the bottom as needed to add additional co-presenters. Please use accurate email addresses. All presenters are contacted throughout the year.

Note: You will need to answer the questions regarding **Prior Experience** as well as to review the **NACADA Commercial Policy** by accessing the link and then answering the questions for this section as well.

* After completing the required fields, **CLICK Continue**.

Step 6: Enter the presentation proposal and the abstract text.

Proposal Overview

Proposal Number: 13752
Presentation Title:

Save Proposal

Save

Your data is automatically saved every time you click the "Continue" button, but you can also click "Save" at any time. Saving your proposal allows you to work on it later, but it has NOT been "submitted" for approval. You must complete and "Submit" your proposal by February 22, 2018.

Conference Info

NACADA 2018 Annual Conference
Phoenix Convention Center
Phoenix, Arizona
Sunday, September 30th - Wednesday, October 3rd

Proposal Deadline:
February 22, 2018

Contact Info

NACADA Executive Office
Kansas State University
2323 Anderson Avenue, Suite 225
Manhattan, KS 66502-2912

Phone
(785) 532-5717

Fax
(785) 532-7732

Proposal

Type or paste your presentation proposal in the box below.

- Include the complete title of the presentation, not your name or the name of your institution.
- State your presentation's objectives and clearly describe how they will be met (materials, methods, activities, etc.).
- There is a 750-word limit for the proposal.

135-Word Abstract

This abstract will be published in the printed program, if your proposal is accepted. Conference participants will use session abstracts to determine which sessions to attend. Therefore, your abstract should accurately describe the content and focus of your proposed session.

A well-written abstract increases the probability that your proposal will be selected. If your proposal is selected, this abstract may be edited by the program committee.

- Include the complete title of the presentation, but not your name.
- Enclose cited publications in quotation marks.
- Do not use bullets, italics, bold or underlining (these types of formatting are not retained after online submission).
- Do not use incorrect spelling - this is unacceptable.
- Proofread your abstract.
- Do not exceed the 135-word limit (this includes the presentation title). Abstracts that exceed 135 words *will not be reviewed*.

- Adhere to guidelines on word limits for both the proposal and abstract.
- Follow the additional criteria for abstracts. The abstract submitted here will be printed in the conference program for selected presentations.

*After you have entered the proposal and abstract text, **CLICK Continue**.

Continued on next page

Step 7: Specify technology needs and target audience information by checking the appropriate boxes.

Note: The questions on this page are not used in the selection process, but are used to help the meeting planners to organize sessions and provide attendees with useful information on sessions in the event your presentation proposal is accepted.

The screenshot shows a web form with a progress bar at the top indicating five steps: 1. Presentation, 2. Presenters, 3. Proposal, 4. Other (highlighted), and 5. Review. The form is divided into several sections:

- Proposal Overview:** Includes fields for Proposal Number (14775) and Presentation Title.
- Save Proposal:** Features a 'Save' button and a note: "Your data is automatically saved every time you click the 'Continue' button, but you can also click 'Save' at any time. Saving your proposal allows you to work on it later, but it has NOT been 'submitted' for approval. You must complete and 'Submit' your proposal by February 21, 2019."
- Conference Info:** Lists "NACADA 2019 Annual Conference" at the Kentucky International Convention Center in Louisville, Kentucky, from Sunday, October 20th to Wednesday, October 23rd. The proposal deadline is February 21, 2019.
- Contact Info:** Provides contact details for the NACADA Executive Office at Kansas State University, including address, phone (785) 532-5717, fax (785) 532-7732, and email nacada@ksu.edu.
- Other:** Contains the "Audio/Visual (AV) Requests" section with instructions to be conservative and consider alternatives. It lists several options with checkboxes:
 - Flip Chart and Marker
 - Internet Access (Make sure you also check the appropriate data projector option, does your session need to be live or could it be static?)
 - Data Projector and Screen provided by NACADA - for use with PowerPoint
 - Data Projector provided by Presenter (cart and screen provided by NACADA) - for use with PowerPoint
 - Computer Audio (Speakers) - for use with your own laptop or notebook computer
 - No Audio/Visual Equipment Required
- Target Audience:** Explains that this information is used for on-site programming. It includes a dropdown menu for "Who is your session best suited for?", dropdowns for "Attendees from one of the following institutional types:" and "Attendees from a specific institutional size:", and a section for "Community-Sponsored Session" with two dropdown menus.

- Be certain to carefully consider and select the technology needs for your presentation if selected.
- Indicate target audience details as accurately as possible. If your presentation is selected, this will provide conference participants with additional information when choosing sessions to attend.
- Important:** If you would like to have your session considered for community-sponsored selection, please select the appropriate communities.

Step 8: Review your proposal information carefully, edit as necessary, and **CLICK Submit**.

Please note that the submit button will not be accessible until all required information has been completed. Your proposal will remain in draft mode and will not be reviewed for selection until final submission has been completed.

You will receive an automatically generated email confirmation from NACADA once your proposal has been submitted. This will serve as confirmation that your proposal was successfully completed.

Please be mindful of the deadlines listed as proposals will not be accepted after the established deadline.

**Thank you for your interest in submitting a proposal for the NACADA Annual Conference.
Good luck with your submission!**