**Webinar Proposal Form**

NACADA is interested in engaging the global advising community in a timely, accessible way. If you have a topic or idea that you think would make an engaging, informative live or on-demand webinar, please address the information requested below, save to your computer, and then send the document as an email attachment to Web Event Producer Leigh Cunningham at Leigh@ksu.edu. A member of the Webinar Production Team will reach out to you as soon as possible.

**Topic:**

**Title:**

**Description (Overview - paragraph form):**

**Objectives (What will participants learn?):**

**Which of the Academic Advising Core Competencies will this presentation assist viewers with developing** (see <https://www.nacada.ksu.edu/Resources/Pillars/CoreCompetencies.aspx>)

**Who is/are the proposed presenter(s)?**

(Please include name, institution, and email address for each proposed presenter)

**Please provide a brief biography of the proposed presenter’s/presenters’ professional experience related to this topic.**

**Have the proposed presenter(s)/panelist(s) shared on this topic before?**

**If so, was it in a virtual format?**

**Please provide information on any additional presentation experiences.**

**Please be prepared to share the following information if requested by the Webinar Production Team for further consideration of your proposal:**

* Brief outline of program agenda
* Key takeaways that potential attendees could start using right away that would help create interest in registration for this event.
* Related resources
* Any exercises or activities that you would like to use during the webinar. (Activities suitable to this platform can help make the webinar interactive and engaging.)

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| If you have any questions about the submission process or need to make a change to your submission, please email **Leigh Cunningham**at **Leigh@ksu.edu**or call **785-532-5717.  DO NOT**re-submit the same proposal if you need to make a change.  |