

CALL FOR PROPOSALS FAQ



What are the benefits of presenting at NACE18?

You have an opportunity to set yourself apart and:

- Enhance your credibility and stature among industry professionals.
- Contribute to your community's expertise by presenting cutting-edge best practices and education.
- Refresh and increase your personal knowledge as you prepare your thoughts, handouts, and visuals for presentation.
- Challenge yourself and your colleagues through interactive workshops.

Who is the NACE18 audience?

NACE18 is being developed to meet the needs of professionals from within the career services and university relations and recruiting (URR) community.

Expect a large audience: NACE, the national professional association for the field, connects more than 5,200 college career services professionals at nearly 2,000 colleges and universities nationwide, and more than 3,000 HR/staffing professionals focused on URR. More than 2,000 professionals attended the NACE 2017 Conference & Expo: more than half were career services members, and nearly one-third represented employing organizations.

How do you choose which proposals to accept?

Successful proposals offer programs that provide professional, educational contributions to NACE members and their colleagues. Content must contribute to the continuing educational needs of professionals involved in the URR and career services functions, be relevant to the changing profession, and contribute to the knowledge of the community.

Presentations are evaluated by members of the 2018 NACE Conference Committee. Key factors for consideration include:

- Degree to which proposal provides educational content. (Note: Sessions must be noncommercial in nature. To maintain the educational integrity of the program, presenters may not use their session as a platform for promotion of their products and services, or for monetary gain. NACE provides a unique forum for professionals to have an open dialogue and creative exchange of ideas free from commercial content.)
- Well-defined proposal focus.
- Quality and potential to contribute to a balanced conference program.

What is the timeline for submissions?

- August 18, 2017: Call for Proposals Opens
- September 29, 2017: Proposal Submissions Due to NACE
- October 2, 2017: Internal Review of Submissions Completed
- October 6, 2017: Committee Review Period Opens
- November 13, 2017: Committee Review Period Closes
- November 20, 2017: Internal Review Data and Reporting Complete
- December 20, 2017: Presenter Acceptance Notifications Distributed
- January 8, 2018: Presenter Agreements Due to NACE
- May 4, 2018: Presentation Handouts Due to NACE

What are the NACE18 session formats? How do they differ from each other?

NACE18 features four different formats that reflect the preferred learning styles of the audience and the needs of the topic. These formats vary in length, presentation style, and number of presenters.

Regardless of format, presentations should be interactive, keeping at least one-third of the presentation time open for audience discussion.

- **Traditional:** Highlight your expertise in a session built on the traditional teacher–student format. Length: 60 minutes. One primary presenter and up to one co-presenter. (Maximum = two presenters.)
- **Deep Dive:** These 90-minute sessions plunge into the nitty-gritty of key issues. Attendees should emerge with a deeper understanding of the topic. Length: 90 minutes. One primary presenter; up to one co-presenter. (Maximum = two presenters)
- **SMARTtalks:** These are mini-presentations in the style of TED talks. Length: 15 minutes. One primary presenter. No co-presenters.
- **Panel Session:** These provide an opportunity to gain insight and advice from several professionals knowledgeable about a specific issue or topic. Length: 60 minutes. One primary presenter/moderator; minimum of two panelists; maximum of three panelists. (Minimum = three presenters; Maximum = four presenters) (Note: As panel sessions do not qualify for CEUs, NACE limits the number of proposals using this format.)

What is included in the room set-up? What does NACE provide or offer? What is the presenter responsible for?

To accommodate as many people as possible, rooms are set at maximum capacity, theater style.

All rooms are set with an LCD projector, laptop, screen, two wireless microphones, and one wireless advancer.

NACE also will provide flip charts, markers, and sound patches to play audio from a computer upon request, as long as your request is received by May 7, 2018.

If you have additional needs, you are responsible for ordering and paying for those through the conference audio visual provider.

Please note: NACE does not provide hard Internet connections for sessions. Although the sessions will be in a venue with wireless access, we strongly recommend you not rely on WiFi for your presentation. Download everything onto an external drive (YouTube videos), use screen shots for websites, and so forth, to ensure your presentation is self-contained.

What is the policy regarding registration, honorarium, and reimbursement?

In order to present, you must be a registered attendee—paid or complimentary. Presenter registration is not automatic:

All presenters must register to attend. (NACE does not issue session-only passes.)

One complimentary conference registration will be awarded **per presentation** for Traditional, Deep Dive, and Panel sessions. If there is more than one presenter for the session, the presenters must decide who will utilize the complimentary registration.

If there are multiple presenters for a session, it is the responsibility of the individual submitting the proposal to advise NACE as to which presenter is being awarded the complimentary registration.

SMARTtalk presenters will receive 25 percent off a regular registration fee.

Complimentary registrations are non-transferrable.

No honorarium or funding is available for speaker travel or lodging. NACE does not reimburse presenters for any expenses.

How do I submit a proposal?

Use the **online proposal form** to submit your proposal. Only proposals submitted using this form will be considered.

Submit no later than 11:59 p.m. (ET), September 29, 2017. You will receive an e-mail acknowledging receipt of the proposal.

Questions?

Contact NACE Meetings & Events at events@naceweb.org, 610.625.1026.