SUBMISSION CHECKLIST

Prior to submission, make sure you have all the items required for your presentation proposal. Be clear and concise when describing your session proposal. You'll need to provide the following:

Presentation Information

- ❒ **Title** (not to exceed 100 characters)

- ❒ **Proposal Summary** (not to exceed 4,000 characters—approximately 650 words)

- ❒ **Session Outline** (How is your session broken down into time increments?)

- ❒ **Three key learning objectives attendees will take away from the session** (Not to exceed 1,000 characters—approximately 150 words). If your proposal is selected, these learning objectives will be used to promote your session.

- ❒ **A short description that focuses on what the session will cover and what people will learn** (i.e., What would you say to attract attendees to your session?) If your proposal is selected, this description will be used to promote your session. (Not to exceed 800 characters—approximately 75 to 100 words)

- ❒ **Audience Type** (Is your session geared to career services practitioners or university relations recruiters (URR) from employer organizations?)

- ❒ **Audience Level**
  - Emerging (minimal knowledge of topic)
  - Intermediate (basic to mid-level knowledge of topic)
  - Advanced (considerable experience with topic)

- ❒ **Learning Track**
  - Emerging (minimal knowledge of topic)
  - Intermediate (basic to mid-level knowledge of topic)
  - Advanced (considerable experience with topic)

- ❒ **Tracks and Subtopics**

TRACKS *Select one.*	SUBTOPICS *Select one.*
❒ Career Readiness	❒ Trends & Predictions (T/P) ❒ Student Attitudes (e.g., how they find a job) ❒ How To ❒ Competencies ❒ Tool Kits ❒ Attributes (e.g., what employers want) ❒ K – Early Career Pipelines ❒ Internships
❒ Career Development	❒ Trends & Predictions (includes benchmarks) ❒ Student Attitudes (e.g., how they use career services) ❒ How To ❒ Branding & Marketing (includes building employer relationships) ❒ Organizational Structure (includes operations, collaborations) ❒ Special Populations (includes distance learners) ❒ College Specific (could be in T/P as benchmarks) ❒ Internships ❒ Standards/Competencies (personal development)

Presentation Information *continued*

TRACKS *Select one.*	SUBTOPICS *Select one.*
❒ Talent Acquisition	❒ Trends & Predictions (includes benchmarks, how recruiting has changed/is changing) ❒ Student Attitudes (e.g., what they want from an employer, job) ❒ Candidate Selection ❒ How To ❒ Branding & Marketing (includes building campus relationships) ❒ Onboarding ❒ Organizational Structure (includes operations) ❒ Special Populations ❒ Industry Specific (could be in T/P as benchmarks) ❒ Internships ❒ Standards/Competencies (personal development)
❒ Job Market	❒ Trends & Predictions ❒ Student Outcomes ❒ Special Populations (e.g., STEM, STEAM, Liberal Arts) ❒ First Destination ❒ Compensation ❒ Industry Specific (could be in T/P)
❒ Advocacy & Legislation	❒ Trends & Predictions ❒ Promoting Career Services and URR ❒ Value of Higher Education ❒ Special Populations (e.g., STEM, STEAM, Liberal Arts) ❒ First Destination ❒ Legal Issues ❒ Higher Education Act (HEA) Reauthorization ❒ Workforce Innovation and Opportunity Act (WIOA) ❒ Internships ❒ Position Statements

❒ **Presentation history** (i.e., Have you presented this proposal before? If so, when and where?)

❒ **Delivery format** (e.g., Peer2Peer interactive discussion session, traditional learning format, SMARTtalk, panel discussion [limit: three panelists and one facilitator])

Presenter information (provide for each presenter; only two presenters per company per session; maximum two presenters per session)

• Name, company name, title, e-mail address, and phone number

• Biography (e.g., academic degrees, professional certifications, professional career highlights, honors, publishing history)

Supporting documents

Additional information that supports your proposal and would help us review it, such as case studies, research/survey results, charts and graphs, links to articles, blogs, and past speaking engagements