

# SUBMISSION FORM

## PRESENTER INFORMATION

List all presenters involved in the session (replicate this section as needed)

<b>Presenter's Name</b>		
<b>Presenter's Title</b>		
<b>Presenter's Role</b> <i>Pick one</i>	<input type="checkbox"/> Solo-presenter <input type="checkbox"/> Co-presenter (max. 2 per session) <input type="checkbox"/> Panelist (max. 3 panelists per panel)* <input type="checkbox"/> Moderator (for panel only, max. 1 per session)	
	<small>*A panel session consists of 1 moderator + a maximum of 3 panelists per panel session. All panelists must be confirmed to complete the proposal.</small>	
<b>Presenter's Organization</b>		
<b>Presenter's Organization Demographics</b> <i>Check all that apply.</i>	<b>College Categories</b> <input type="checkbox"/> College, 4-Year Public <input type="checkbox"/> Graduate School, Public <input type="checkbox"/> College, 2-Year Public <input type="checkbox"/> K-12 School <input type="checkbox"/> Tech School, Less Than 2 Years <input type="checkbox"/> College, 4-Year Private <input type="checkbox"/> College, 2-Year Private <input type="checkbox"/> College, Other <input type="checkbox"/> Graduate School, Private <input type="checkbox"/> College Online	<b>Employer Industries</b> <input type="checkbox"/> Agriculture, Forestry, Fishing, and Hunting <input type="checkbox"/> Construction <input type="checkbox"/> Manufacturing <input type="checkbox"/> Nonprofit <input type="checkbox"/> Retail Trade, Wholesale Trade <input type="checkbox"/> Transportation and Warehousing <input type="checkbox"/> Information <input type="checkbox"/> Finance, Insurance <input type="checkbox"/> Real Estate <input type="checkbox"/> Utilities and Mining <input type="checkbox"/> Professional, Scientific, and Technical Services <input type="checkbox"/> Educational Services <input type="checkbox"/> Healthcare and Social Services <input type="checkbox"/> Arts, Entertainment, and Recreation <input type="checkbox"/> Oil and Gas <input type="checkbox"/> Government Sector and Public Administration <input type="checkbox"/> Hotel, Restaurant, and Food Services <input type="checkbox"/> Other Services

## PRESENTER INFORMATION *continued*

### **Presenter's Biography**

*Tell us about the presenter's expertise and what makes this person unique.*

*(Not to exceed 4,000 characters)*

### **Presentation History**

*Has the speaker presented this topic before? If so, when and where?*

### **Additional information about this speaker**

*(i.e., Links to articles, blogs, or online information that can be shared)*

## SESSION CONTENT

Describe the subject matter, target audience, and your approach to making this a transformational education offering.

### Proposed Session Title

*(Not to exceed 100 characters)*

### Proposal Summary

*Describe the key elements involved in the presentation and include sufficient information for the committee to evaluate the proposal.*

*Convince others that you have the competence and the content to satisfy the audience's learning needs.*

*Not to exceed 4,000 characters.  
(Approximately 650 words)*

### Proposal Description

*A short summary that focuses on what the session will cover and what the audience 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 in the registration brochure, app, and conference program.  
Not to exceed 100 words.*

### Session Delivery Format

*Pick one*

- Traditional:** Highlight your expertise in a session built on the traditional teacher–student format. Length: 60 minutes
- Deep Dive:** These 90-minute sessions plunge into the nitty-gritty of key issues. Attendees should emerge with a deeper understanding of the topic.
- SMARTtalk:** SMARTtalks are quick learning sessions that are approximately 15 minutes in length.
- Panel Session:** These sessions provide an opportunity to gain insight and advice from several subject matter experts knowledgeable about a specific issue or topic. Length: 60 minutes.

## SESSION CONTENT *continued*

Describe the subject matter, target audience, and your approach to making this a transformational education offering.

<b>NACE Content Track</b> <i>Review the subtopics within each track, and choose the track that best fits your proposal. We understand sessions may address multiple topics and fall across multiple tracks.</i>	<b>Track</b> <i>(Check all those that apply.)</i>	<b>Subtopics</b>
	<input type="checkbox"/> Career Readiness	<ul style="list-style-type: none"> <li>• Programming (including efforts to integrate career readiness into curriculum)</li> <li>• Competency development</li> <li>• Competency measurement</li> </ul>
	<input type="checkbox"/> Career Development	<ul style="list-style-type: none"> <li>• Trends/predictions (including benchmarks and measurements)</li> <li>• Serving students (including leading-edge programming, working with special populations)</li> <li>• Branding/marketing (including outreach to/ working with employers, faculty, administrators)</li> <li>• Internship programs</li> <li>• Operations (including organization of resources, staff development, fundraising)</li> <li>• Diversity/inclusion</li> <li>• Personal development</li> </ul>
	<input type="checkbox"/> Talent Acquisition	<ul style="list-style-type: none"> <li>• Trends/predictions (including benchmarks and measurements)</li> <li>• Branding/marketing</li> </ul>
	<input type="checkbox"/> Job Market	<ul style="list-style-type: none"> <li>• Trends/predictions</li> <li>• Student outcomes</li> <li>• First destination (results)</li> <li>• Compensation</li> </ul>
	<input type="checkbox"/> Legal Issues	<ul style="list-style-type: none"> <li>• Laws, regulations (including those affecting internships, international students, immigration)</li> </ul>
<b>Learning Objectives (3)</b> <i>Describe three learning objectives attendees will take away from this session. (i.e., What three questions will be answered by the audience attending this session?)</i>		
<b>Target Audience</b> <i>Pick one</i>	<input type="checkbox"/> Career Services <input type="checkbox"/> University Relations & Recruiting	

## SESSION CONTENT *continued*

Describe the subject matter, target audience, and your approach to making this a transformational education offering.

<p><b>Audience Level</b> <i>Pick one</i></p>	<p><input type="checkbox"/> Emerging (minimal knowledge of topic; how-to instruction of a new subject matter)</p> <p><input type="checkbox"/> Intermediate (basic- to mid-level knowledge of topic; sharing of smart practices and real-world application of the subject matter)</p> <p><input type="checkbox"/> Advanced (considerable experience with topic; strategy and expert-level discussion of the subject)</p>	
<p><b>How would this topic challenge the audience's perceptions and help expand their expertise in the subject matter?</b></p>		
<p><b>In what way does this topic relate to the future of the work force?</b></p>		
<p><b>Session Outline</b> <i>Share your vision of how you will present the session content.</i></p>		
<p><b>Audience Engagement</b> <i>How would you engage the audience? Check all that apply.</i></p>	<p><input type="checkbox"/> Case Study Exercise</p> <p><input type="checkbox"/> Hands-On Activity</p> <p><input type="checkbox"/> Large-Group Discussion</p> <p><input type="checkbox"/> Self-Discovery Exercise</p>	<p><input type="checkbox"/> Role-Playing</p> <p><input type="checkbox"/> Small-Group Discussion</p> <p><input type="checkbox"/> Other</p> <p><input type="checkbox"/> None</p>
<p><b>Resources</b> <i>NACE requires all submissions be accompanied by supporting presentation slides and/or resources you will provide the audience.</i> A minimum of three PowerPoint slides are required.</p>		
<p><b>May NACE consider your proposal for other educational opportunities not listed?</b> <i>(i.e., NACE Journal, Spotlight e-newsletters, NACEWeb.org, webinars, blogs, etc.)</i></p>		
<p><b>Do you accept the NACE18 proposal terms and conditions?</b> <i>See Terms and Conditions on website.</i></p>	<p><input type="checkbox"/> Yes</p> <p><input type="checkbox"/> No</p>	