# 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:

## Presenter Information

☐ **Session 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 toward career services, university relations and recruiting (URR), or all?)

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

☐ **NACE Content Track**

| TRACK | SUBTOPICS |
|---|---|
| ☐ Coaching | • Career coaching and scalability strategies<br>• Leadership coaching<br>• Student/new hire engagement and program strategies<br>• Theoretical models<br>• Assessment |
| ☐ Competencies & Skills | • Programming (integrating career readiness institution-wide and curriculum initiatives)<br>• Competency/skill development<br>• Competency/skill assessment/measurement<br>• Related research (including value of selected competencies/skills; outcomes)<br>• Personal competency/skills development for career center and URR professionals (including staff training) |
| ☐ Data Analytics & Decision Making | • What/how to collect, analyze, and report data<br>• Using data to inform decisions<br>• Using data to demonstrate value<br>• Leading practices and measures of impact |

| TRACK | SUBTOPICS |
|---|---|
| ☐ Diversity, Equity, and Inclusion | • Working with special populations (including programming)<br>• Strategies for developing a diverse work force<br>• Building diversity and inclusion in your operation<br>• Leading practices and measures of impact<br>• Trends and predictions (including demographics, research) |
| ☐ Job Market | • Trends and predictions<br>(including demographics, how the job market is changing/job market of the future)<br>• Student outcomes<br>• First-destination results<br>• Compensation |
| ☐ Sourcing & Recruiting | • Trends and predictions (including benchmarks, research)<br>• Branding and marketing<br>• Impact of artificial intelligence (AI) automation on talent acquisition strategy<br>• Leading practices and measures of impact<br>(including internship programs, info sessions, other programming)<br>• Strategic partnerships and alliances |
| ☐ Technology Solutions | • Leading practices and measures of impact (including identifying solutions and providers)<br>• Streamlining operations through technology<br>• Strategic partnerships (including working with service providers) |

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

☐ **Delivery format** (Traditional, Deep Dive, SMARTtalk, Panel Session)

## Presenter Information*

(provide for each presenter; maximum two presenters per session)

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

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

*Please note: All personally identifiable information (presenter(s) name, title, organization, and biography) is hidden during the blind review process, which is conducted by the 2020 NACE Conference Program Committee.

## 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