



## NACUBO 2019 Annual Meeting Proposal Review

### Key Areas to Consider when Evaluating Proposals

- ✓ Topic applies across institution types, roles in the business office, and disciplines.
- ✓ Relevance to the conference theme, "We Are The JOURNEY".
- ✓ Clear alignment of objectives and outcomes to session format.
- ✓ Actionable features and useful ideas or strategies that can be implemented on campuses/across institutions.
- ✓ Background knowledge (bio) demonstrates and understanding of the topic.
- ✓ Activities and discussion to deepen participant understanding and awareness of issues.
- ✓ Proposal is thorough and includes a detailed timeline of the flow/order of session.

**Additionally, keep in mind what NACUBO considers in evaluating conference proposals.**

A <b>Strong</b> Proposal details:	A <b>Weak</b> Proposal details:
<ul style="list-style-type: none"> <li>▪ Clearly stated goals and outcomes; and their correlation is evident/strong.</li> <li>▪ Session description is strongly relevant to subject matter area.</li> <li>▪ Measures are clearly stated and they match session goals and outcomes; supporting details are included.</li> <li>▪ Clear focus, and an extremely comprehensive explanation of the problem, the relevance to participants, and proposes a purposeful, reasonable response (solution).</li> </ul>	<ul style="list-style-type: none"> <li>▪ Vague, inconclusive goals and corresponding outcomes</li> <li>▪ Session description is feebly relevant to subject matter area.</li> <li>▪ Learning objectives included, but they are poorly described and/or inadequately match up to subject matter.</li> <li>▪ The area of focus is too broad or narrow. Is not clearly relevant to participants, proposed response (solution) does not clearly link to issue/problem.</li> </ul>