



**MBA Career Services
& Employer Alliance**

2018 Global Conference
June 19 - 22, 2018 | Miami, FL

Call for Proposals FAQ

What are the benefits of presenting at the MBA CSEA 2018 Global Conference?

Conference breakout session presenters benefit from being able to share best practices with other attendees, thus increasing the body of knowledge within the profession. Presenters are also able to build their personal and organizational brand by being recognized as an expert in the field.

Who is the conference audience?

MBA CSEA conferences are attended by career services professionals and employers in Full-time and Part-time MBA as well as specialized masters fields. Breakout session audiences will include employers/recruiters, career coaches, employer relations professionals, operations staff, career center leaders, new professionals and seasoned practitioners. Sessions can appeal to one or multiple audiences.

What criteria are used to determine which proposals are accepted?

The Global Conference Committee reviews each proposal based on the following criteria:

1. Organization of Program Proposal
2. Relevance of Topic to Membership
3. Innovativeness & Originality
4. Level of Interaction with Participants
5. Practical and Actionable Topics

What are the session formats?

Global Conference breakout sessions can be presented in one of three formats:

- Classic - opportunities for attendees to think about and add to their knowledge through lecture, research-based information and case studies.
- Instructional - hands-on learning of information and skills to take back and use in work related activities through interactive sessions/workshops, with toolkits provided
- Peer Exchange - panel discussions, open forums and shared discussions to garner immediate feedback and input from attendees for a more robust understanding and possibly a call to action.

How is the room set up for breakout sessions?

In order to maximize space and attendance, all breakout sessions are set at maximum capacity (theater style). Due to the size and nature of the event and planning processes, we cannot accommodate requests for changes to room set-up.

What audio/visual equipment is provided?

All rooms include an LCD projector, screen, electrical access and Internet. Additional A/V items can be provided at no cost upon request, including a microphone (wireless, podium or handheld), remote clicker, flip charts, markers and audio. These requests **must** be made on your proposal submission form; changes cannot be made on-site. Please confer with co-presenters for your session if needed, to ensure all A/V needs are included on the proposal submission form. Laptops must be provided by the presenter.

Do I need to register (and pay) for the conference in order to present?

All breakout session presenters must register and pay for the conference in order to present. One-day passes and full conference registrations are available for purchase. Vendors (any organization that does not qualify for school or employer membership) must register as a sponsor, exhibitor or affiliate participant, and must co-present with an MBA CSEA school or employer member.

Please do not hesitate to contact us with additional questions: execdirector@mbacsea.org; 813-220-3191