

Session Proposal FAQ and Sample Form



NACE invites you to submit a proposal to present at the 2021 NACE Conference & Expo. NACE21 is the premier gathering for career services and talent acquisition professionals to share their knowledge, research, and best practices, as well as to network with colleagues from across the globe. This submission guide provides you with the information you will need to submit a proposal.

FAQ

How do I submit a proposal?

Use the online proposal form to submit your proposal. Here is the link:

<https://www.abstractscorecard.com/cfp/submit/login.asp?EventKey=ZVZFSDRQ>

The link will take you to a separate landing page for Cadmium, our NACE21 presenter platform. *Note: The online submission form is available via a separate software system. Do not use your NACE login and password to log into Cadmium.* If you submitted a proposal in the past, you may log in using your previous Cadmium user account. If you have never used Cadmium before, create a new account. If you have difficulties with the submission form platform, contact Cadmium technical support.

Only proposals submitted using the online form will be considered.

What is the deadline to submit a proposal?

The deadline to submit a proposal is Friday, March 12, 2021 at 11:59 p.m. (ET).

Where will the conference be held?

NACE21 will be a completely virtual experience. Presenters, attendees, exhibitors, and sponsors can participate from the comfort of their own workspaces. The conference will be held virtually, with all presentations viewed and streamed online. The conference will be June 7 – 11, 2021.

When will I be notified if my proposal has been accepted?

All submitters will be notified by the beginning of April 2021 via events@naceweb.org if their proposal has been accepted.

What questions are asked on the submission form and what information do I need to provide?

There is a sample presentation form with the questions at the end of this guide.



Cadmium Technical Support

Hours: 9 a.m. – 9 p.m. ET, Mon – Fri

Direct Phone: 410.638.9239

Toll-Free Phone: 877.426.6323

Email: support@cadmiumcd.com

How do you choose which proposals to accept?

Successful proposals offer programs that provide professional and educational contributions to NACE members and their colleagues. Content must contribute to the continuing educational needs of professionals involved in the college recruiting and career services functions, be relevant to the changing profession, and contribute to the knowledge of the community.

Presentations are evaluated by members of the 2021 NACE Conference Program Committee, through a blind review process. This means that the committee does not know who submitted the proposal or the identities of the potential presenters. Key factors for consideration include:

- Degree to which the proposal provides educational content. *(Note: Sessions must be noncommercial in nature. To maintain the educational integrity of the program, presenters may not use their session as a platform for promotion of their products and services, nor for monetary gain. NACE provides a unique forum for professionals to have an open dialogue and creative exchange of ideas free from commercial content.)*
- Well-defined proposal focus.
- Quality and potential to contribute to a balanced conference program.

What are the benefits of presenting at NACE21?

You have an opportunity to set yourself apart and:

- Enhance your credibility and stature among industry professionals.
- Contribute to your community's expertise by presenting cutting-edge best practices and education.
- Refresh and increase your personal knowledge as you prepare your thoughts, handouts, and visuals for presentation.
- Challenge yourself and your colleagues through interactive workshops.

What is the policy regarding registration, honorarium, and reimbursement?

In order to present, you must be a registered attendee — paid or complimentary. Presenter registration is not automatic: All presenters must register to attend.

One complementary conference registration will be awarded per presentation for Traditional, Deep Dive, and Panel sessions. If there is more than one presenter for the session, the presenters must decide who will utilize the one complimentary registration. If there are multiple presenters for a session, it is the responsibility of the individual submitting the proposal to advise NACE as to which presenter is being awarded the complimentary registration.

SMARTtalk presenters will receive 25 percent off a regular registration fee (one discount allowed per SMARTtalk presentation).

Complimentary registrations are nontransferable and are valid for 2021 NACE Conference & Expo only.

No honorarium or funding is available. NACE does not reimburse presenters for any expenses.

Sample Proposal

PRESENTER INFORMATION

List all presenters involved in the session. Please note: All personally identifiable information (presenter[']s name, title, organization, and biography) is hidden for the blind review process, which is conducted by the 2021 NACE Conference Program Committee. NACE prefers sessions that feature a diverse representation of co-presenters and panelists.

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

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?

Co-Presenter and Panelist Information

Name, title, organization and bio. (max. of 2 co-presenters or 3 panelists + 1 moderator)

SESSION CONTENT

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

Proposed Session Title

(Not to exceed 100 characters)

Proposal Description

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])

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. Length: 20 minutes.
- 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.



NACE Content Track

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.

Track	Subtopics
○ Coaching & Advising	<ul style="list-style-type: none">• Career coaching and scalability strategies• Leadership coaching• Student/new hire engagement and program strategies• Theoretical models• Assessment• Student employment
○ Competencies & Skills	<ul style="list-style-type: none">• Programming (integrating career readiness institution-wide and curriculum initiatives)• Competency/skill development• Competency/skill assessment/measurement• Related research (including value of selected competencies/skills; outcomes)• Personal competency/skills development for career center and URR professionals (including staff training)
○ Data Analytics & Decision Making	<ul style="list-style-type: none">• What/how to collect, analyze, and report data• Using data to inform decisions• Using data to demonstrate value• Leading practices and measures of impact• Examining data biases
○ Diversity, Equity, and Inclusion	<ul style="list-style-type: none">• Working with special populations (including programming)• Strategies for developing, supporting, and retaining a diverse work force• Building diversity, equity, and inclusion in your operation• Leading practices and measures of impact• Trends and predictions (including demographics, research)
○ Job Market	<ul style="list-style-type: none">• Trends and predictions (including demographics, how the job market is changing/job market of the future)• Student outcomes• First-destination results• Compensation
○ Sourcing, Recruiting, and Talent Acquisition	<ul style="list-style-type: none">• Trends and predictions (including benchmarks, research)• Branding and marketing• Employer relations• Impact of artificial intelligence (AI) automation on talent acquisition strategy• Leading practices and measures of impact (including internship programs, info sessions, other programming)• Strategic partnerships and alliances• Workforce planning
○ Technology Solutions	<ul style="list-style-type: none">• Leading practices and measures of impact (including identifying solutions and providers)• Streamlining operations through technology• Strategic partnerships (including working with service providers)• Addressing inequity and access to technology• Technology solutions to enhance inclusive hiring practices

Learning Objectives (3)

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?)

1

2

3

Which audience would find this presentation most relevant to their role?

(Pick one)

- All
- Career Services
- Employers

Audience Level

(Pick one)

- Emerging** (minimal knowledge of topic; how-to instruction of a new subject matter)
- Intermediate** (basic- to mid-level knowledge of topic; sharing of smart practices and real-world application of the subject matter)
- Advanced** (considerable experience with topic; strategy and expert-level discussion of the subject matter)

Audience Engagement

How would you engage the audience? (Check all that apply)

- Case Study Exercise
- Hands-On Activity
- Large-Group Discussion
- Self-Discovery Exercise
- Role-Playing
- Small-Group Discussion
- Other
- None

May NACE consider your proposal for other educational opportunities not listed?

(i.e., *NACE Journal*, Spotlight e-newsletter, NACEWeb.org, webinars, NACE Blog, etc.)

Do you accept the NACE21 proposal terms and conditions?

See the [submission website](#) for full details.

- Yes
- No

If selected, will you be able to present this session in a virtual environment?

- Yes
- No

*Personally identifiable information is hidden for the blind review process conducted by the 2021 NACE Conference Program Committee.

Questions?

Contact NACE Education & Events at events@naceweb.org, 610.625.1026.