

april 18-21, 2020



phoenix, arizona

nirsa annual conference and campus rec & wellness expo

Presentation Proposal Checklist – General Education Session

Preparing to submit a proposal for an educational session at the 2020 NIRSA Annual Conference? Here's a rundown of the information you will need to input into our online proposal system at nirsa.org/nirsa2020

To get started, enter a Program Proposal Title (Presentation Title – 150 characters)

- A creative title can entice an audience, but make sure people can get a sense of the topic

Then select, General Interest Educational Session as the session type.

1. Presenter Information

- Be prepared to list for the lead presenter and any co-presenters the following information:
 - Position, Institution, Qualifications & Presenter Experience, Educational Background, Years in the Field

2. General Education Program Description

- Select Primary & Secondary Topic Areas for your session from the following list:
 - Aquatics, Esports, Facility Design & Operations, Fitness, Intramural Sports, Member Services, Outdoor Programs, Sport Clubs, Equity, Diversity & Inclusion, Health & Wellbeing, Higher Education Issues & Trends, Leadership & Management, Marketing & Technology, Small College & Community College, Staff Development, Youth Programs & Camps
- Program Description – A general overview of your proposal and why it should appeal to attendees
- Outline / Activities – An outline of your session; how you will organize content, activities, and discussion
- Short Summary (500 characters) – The summary that is shown in the event app & marketing materials

3. Core Competencies

- Select up to 3 NIRSA Core Competencies reflected in your session
 - Choose from the NIRSA Core Competencies at <https://nirsa.net/nirsa/core-competencies/>

4. Learning Objectives

- Describe three learning objectives for your presentation's attendees
 - Learning outcomes complete the sentence: "Upon completion of the session, attendees will be able to..."

5. Knowledge Level

Choose only one from the following:

- Foundational – Limited or no prior knowledge or experience of subject area is required of attendees
- Practical – Some knowledge and experience in the subject area is required of attendees
- Strategic – Significant expertise, knowledge, and experience in subject area is strongly recommended

6. Focus Areas

- Indicate if your proposal is designed to connect with one of NIRSA 2020's four focus areas

7. Presentation Duration

- Choose either the standard 60-minute session or the extended 90-minute session length

8. Additional Materials

- To further assist the proposal review team, you can upload presentation slides or documents in this step

9. First Look Review Option

- Indicate your interest in receiving First Look feedback regarding your proposal from the Program Committee

10. Presenter Agreement

- Review NIRSA's content and presenter expectations

Submitting your proposal takes TWO clicks. First, click **Save Submission**. Then, click **Submit** to finalize your submission. You may return to edit and resubmit your proposal at anytime prior to the final deadline date.