

april 18-21, 2020



phoenix, arizona

**nirsa annual conference and campus rec & wellness expo**

## Presentation Proposal Checklist – Preconference Workshop

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](http://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, Preconference Workshops 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. Preconference Program Description

- 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
- Participant Information – Indicate any minimum requirement or maximum capacity of participants
- Participant Prerequisites – Note any prerequisites that participants must meet prior to the workshop
- 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. Preconference Format & Logistics

- Select the format that best describes your content delivery from lecture, interactive, or combination of both
- Choose either a half-day (3-4 hours) or full-day (5-7 hours) workshop duration
- Indicate your preferred room setup among theater (rows of chairs), classroom (tables facing forward), or discussion (roundtables)
- Note any fees for materials or certifications that would be required of participants
- Request food and beverage from a coffee break, a lunch, or none

### 8. Additional Materials

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

### 9. 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.