Presentation Proposal Checklist – Showcase Session (10 Minutes)

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, Showcase 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. Showcase Session Description
   - Session Description – A basic overview of your initiative, program, or practice and why it is relevant
   - Session Elements – A quick outline of how you will present your session such as steps to create or develop your idea, collaborative partners, and evaluation tools used to demonstrate success
   - Short Summary (500 characters) – The summary that is shown in the event app & marketing materials

3. Showcase Topic
   - Choose only one from the following:
     - Campus Collaborations
     - Programs for Underrepresented Populations
     - Communicating the Impact of Campus Recreation
     - Infusing Health & Wellness into Programs
     - New Student Welcome Events
     - Student Staff Training & Development
     - Student Leadership Opportunities
     - Innovations in Revenue Generation
     - Trends in Facility Design & Renovation*
     - Equipment & Technology Trends*

   * Associate Members are highly encouraged to submit Showcase Sessions, particularly addressing these topic areas

4. First Look Review Option
   - Indicate your interest in receiving First Look feedback regarding your proposal from the Program Committee

5. 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.