



Conference & Expo

June 7–10, 2016 • Chicago

Call for Proposals FAQ

What are the benefits of presenting at NACE16?

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.

In addition, you have the opportunity to receive a complimentary or discounted registration.

Who is the NACE16 audience?

NACE16 is geared to meet the needs of professionals from within the career services and university relations and recruiting community.

Expect a large audience: NACE, the national professional association for the field, connects more than 5,200 college career services professionals at nearly 2,000 colleges and universities nationwide, and more than 3,000 HR/staffing professionals focused on university relations and recruiting. More than 2,000 professionals attended the NACE 2015 Conference & Expo; more than half were from the career services side of the membership, while nearly one-third represented employing organizations.

How do you choose which proposals to accept?

Successful proposals offer programs that provide professional, educational contributions to NACE association members and their colleagues. Content must contribute to the continuing educational needs of professionals involved in the university relations/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 2016 NACE Conference Committee.

Consideration factors include:

- Degree to which proposal provides educational content. (Note: Sessions must be noncommercial in nature: To maintain the educational integrity of the program, presenters may not use their sessions as a platform for promotion of their products and services, or 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 is the timeline for submissions?

- October 23, 2015: NACE16 Call for Proposals opens
- November 23, 2015: Proposal submissions due to NACE
- January 21, 2016: Presenter acceptance notifications distributed
- February 1, 2016: Presenter/speaker agreements due to NACE
- May 1, 2016: Presentation handouts due to NACE.

What are the NACE16 session formats? How do they differ from each other?

NACE16 features five different formats that reflect the preferred learning styles of the audience and the needs of the topic; they vary in length, presentation style, and number of presenters.

Regardless of format, presentations should be interactive, keeping at least one-third of the presentation time open for audience discussion.

- **Traditional:** Highlight your expertise in a session built on the traditional teacher-student format. Length: 60 minutes. One primary presenter; may have one co-presenter. (Maximum = two presenters)
- **Peer2Peer:** These “no PowerPoint” sessions are led by a facilitator and are focused on interactive audience participation; participants discuss cutting-edge practices and brainstorm how to resolve issues. Length: 60 minutes. One primary presenter; may have one co-presenter. (Maximum = two presenters)
- **Deep Dive:** These 90-minute sessions plunge into the nitty-gritty of key issues. Attendees should emerge with a deeper understanding of the topic. Length: 90 minutes. One primary presenter; may have one co-presenter. (Maximum total = two presenters)
- **SMARTtalks:** These are mini-presentations in the style TEDtalks. Length: 15 minutes. One primary presenter. No co-presenters.
- **Panel Session:** These provide an opportunity to gain insight and advice from several professionals knowledgeable about a specific issue or topic. Length: 60 minutes. One primary presenter/moderator; at least two panelists, but no more than three panelists.

(Minimum presenters = three; Maximum presenters = four) (Note: As panel sessions do not qualify for CEUs, NACE limits the number of proposals using this format.)

What is included in the room set up? What does NACE provide or offer? What is the presenter responsible for?

To accommodate as many people as possible, rooms are set at maximum capacity, theater style.

All rooms are set with an LCD projector, laptop, screen, two wireless microphones, and one wireless advancer.

NACE also will provide flip charts, markers, and sound patches to play audio from a computer upon request, as long as your request is received by NACE by May 2, 2016.

If you have additional needs, you are responsible for ordering and paying for those through the conference audio visual provider.

Please note: NACE does not provide hard Internet connections for sessions. Although the sessions will be in a venue with wireless access, we strongly recommend you **not** rely on

WiFi for your presentation. Download everything onto an external drive (YouTube videos), use screen shots for websites, and so forth, to ensure your presentation is self-contained.

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. (NACE does not issue session-only passes.)

One complimentary conference registration will be awarded *per presentation* for Traditional, Peer2Peer, Deep Dive, and Panel sessions. If there is more than one presenter for the presentation, the presenters must decide who will take the complimentary registration. If there are multiple presenters for a session, it is the responsibility of the individual submitting the proposal to advise NACE which presenter is being awarded the complimentary registration.

SMARTtalk presenters will receive 25 percent off a regular registration fee.

Complimentary registrations are non-transferrable.

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

How do I submit a proposal?

Use the online proposal form to submit your proposal. Only proposals submitted using this form will be considered.

You may submit more than one proposal. Multiple proposals may come from the same organization.

Submit by no later than 11:59 p.m. (EST), November 23, 2015. You will receive an acknowledgment e-mail receipt upon completion.

Questions?

Contact the NACE Meeting & Events Team at events@naceweb.org or 610-625-1026.