

CEIA Conference 2018: Call for Proposals

We are excited to host the 55th Annual CEIA Conference in Charleston, Where History Is A Foundation For Innovation.

Please use the following form to submit a conference session proposal to share your ideas and high impact practices with others in the field.

* Required

1. Email address *

2018 CEIA Session Types:

There are four kinds of opportunities to present a topic that advances the field of Cooperative Education and Internships.

You may choose from the following options:

- Interactive Breakout Session (60 minutes) – presenters will present to and facilitate conversation with a group of 25 – 40 attendees.
- Hot Topic Roundtable Discussion (60 minutes) – presenters will facilitate a small group discussion among 10 – 12 attendees interested in your topic.
- Speed Session (25 minutes, repeated 3 times in an hour and a quarter) – presenters will share a best practice with a group of 10 – 12 attendees.
- Lightening Session (Pecha Kucha or Ignite style format– using a formula of 6 minutes and 40 seconds in length, with 20 slides, showing for 20 seconds each)

To increase your chances for selection, you may also indicate on the proposal form, your interest in being considered for all four types of sessions, as well as how the session would be adapted.

Special consideration will be given to employers who submit presentation proposals. If you work for a college or university, consider asking an employer partner to co-present with you.

2018 CEIA Topic Categories:

Consider the following five categories when constructing your proposal. Examples of possible program topics are included, though the list is not exclusive.

Innovation – Remaining Relevant – Small or big, what are you doing that is new and working well? The innovation may be new to your campus AND/OR new to the field. Facing the challenge of maintaining a secure place in the budget and adding value. Areas of interest include: technology, social media and marketing, creative funding for student experiences, creative use of budget, course development and teaching methods, workforce development, and student development.

Relationship Building – What are the most effective methods and techniques for developing relationships with campus partners, faculty, students, and employers? Areas of interest include: developing students into professionals, generational differences in the workplace and on campus, changing leadership perspectives, staff development, maintaining and growing relationships in the face of changes in structure and finances.

Assessment and Structure – Almost every college and company structures internships and cooperative education differently. How do you do what you do? What is the structure of your program? And, how do

you know it is working? Areas of interest include: student learning outcomes and assessment, program outcomes, assessing effectiveness of services, using data to make decisions, how to collect and analyze great data, structure of co-op and/or internship program, curriculum development, zero credit internships, transcript notation, grant writing, moving towards Experiential Education as a graduation requirement, developing, maintaining, and leveraging institutional support.

Diversity and Inclusion – How do you ensure equity and access for all? Areas of interest include: making and maintaining global connections, effective outreach to and effective planning for underrepresented populations and international students, helping students navigate cultural differences in the workplace, partnerships with diverse student groups, navigating accessible workspaces, understanding why some students fail at co-op/internships, staff education around privilege and inclusion, inclusive career development theories and practice, universal design in student experiences at work and on campus.

Legal, Legal, Legal – Assessing & Mitigating Risks - How are you and your organization navigating workforce laws? Areas of interest include: current recruiting policies and laws in your country, US Dept. of Labor FLSA Guidelines and the changing judicial interpretations, US Title IX compliance, coordinating experiences for visiting international students including OPT and CPT within the US, hiring internationally, US Affordable Care Act and its impact on student experiences, managing interns and co-ops, navigating the new overtime pay rules in the US, ethical employer outreach strategies.

2018 CEIA Audio/Visual Information

Please note the information below regarding audio/visual and presentation information to help formulate your proposal.

- Anticipate your technical needs.
- CEIA will provide a computer, projector, screen, flip chart, and markers.
- Presenters may also provide their own computers.
- If your proposal is accepted, you will be asked about specific technical elements.
- Internet is available in some of the conference rooms for 60 minute interactive breakout sessions.

Presenters of interactive breakout 60 minute sessions will be asked if they intend to use Internet.

Presenters are encouraged to have screen shots of Internet pages as a back-up.

- No AV for Speed Sessions or Hot Topic Roundtable Discussions.

Important Submission Details:

- All presenters must be paid conference attendees. We recommend taking advantage of the earlybird rate, which ends Midnight, 1/31/18. A one-day rate is also available.
- Please note that more than one proposal may be submitted, though no one presenter will be allotted more than two presentations.
- Presentation content may be uploaded to the CEIA website following the conference. Please be prepared to offer a PDF of your presentation to share with colleagues that can be uploaded. Further information will be provided for accepted proposals.
- Please follow the guidelines for each section character length when entering your proposal. Presentation Title limit 60 characters, Abstract is 500 characters or less and Program Description is 999 characters or less. Any character overages will be edited by the program committee.

Submission Details:

You will receive an automatic email confirmation (to the email address you imputed above) when your presentation is submitted. If you did not receive that notice, submit again or contact Sarah Burrows, Lasell College, 617-243-2394 or by email sburrows@lasell.edu.

The deadline to submit a proposal is Friday, October 27, 2017, 11:59 P.M.

Please complete and submit the following form below to have your session considered. The program committee will review and score all submitted proposals. All submitters will be notified by December 15, 2017.

Questions/Who to Contact:

For session clarification, please contact Sarah Burrows, Lasell College, 617-243-2394 or by email sburrows@lasell.edu. For general conference information, please email info@ceiainc.org.

Presentation Information

Please fill out each area regarding your proposed presentation for the 2018 CEIA Conference. Please note the information below must accurately represent the description and presentation content AND will be printed in the program if your presentation proposal is accepted. Please check for accuracy before submitting.

2. Presentation Title (max 60 characters including spaces): *

Presentation Abstract

3-5 sentences/ no more than 500 characters including spaces. 1. Accurately represents description and presentation content and 2. Will be printed in conference book.

3. Presentation Abstract (enter below): *

4. Presentation/Session Format *

Mark only one oval.

- Interactive Breakout
- Hot Topic Roundtable Discussion
- Speed Session
- Lightening Session

Program Description

This will not be printed in the program and will only be used for selection committee. Please include and clearly state the following content areas:

1. Purpose of this session
2. Brief outline of the presentation
3. How session is relevant to co-ops and/or internships and for CEIA members
4. Learning outcomes for the attendees
5. How session relates to the selected presentation category (Innovation-Remaining RelevantRelationship Building-Assessment and Structure-Diversity and Inclusion-Legal, Legal, Legal-Assessing and Mitigating Risks)
6. How session delivery will be interactive.

5 Program Description: *

6. Can you adapt format to increase consideration for acceptance? * Mark only one oval.

- Yes
- No
- Maybe

7. Which other session formats would you adapt your presentation to increase acceptance? * Mark only one oval.

- Interactive Breakout
- Hot Topic Roundtable Discussion
- Speed Session
- Lightening Session

8. How would you adapt your presentation to meet the needs of other formats?

9. Intended Audience (select up to three) *

Check all that apply.

- Two Year College Programs
- Cooperative Education
- Career Services
- Internships
- Employer Relations
- Faculty

10 Session Categories/Topics (select up to two) * Check all that apply.

- Innovation-Remaining Relevant
- Relationship Building
- Assessment and Structure
- Diversity and Inclusion
- Legal, Legal, Legal-Assessing and Mitigating Risks

11. Session Level (Please select one) * Mark only one oval.

- Basic
- Intermediate
- Advanced

Presenter Information

Please use the name, institution and LinkedIn information for each presenter AS YOU WANT IT TO APPEAR IN PROGRAM. If you would like to add more than three presenters, please add the additional presenters in the comments section below. Please note we will be communicating with the Lead Presenter with regards to the proposal and submission only.

12. Lead Presenter Name: *

13. Lead Presenter Title: *

14. Lead Presenter Department: *

15. Lead Presenter University/College/Company: *

16. Lead Presenter LinkedIn Public Profile

17. Lead Presenter Preferred Phone: *

18. Lead Presenter Email Address: *

Second Presenter Information

19. Second Presenter Name:

20. Second Presenter Title:

21. Second Presenter Department:

22. Second Presenter University/College/Company:

23. Second Presenter LinkedIn Public Profile

24. Second Presenter Preferred Phone:

Third Presenter Information

25. Third Presenter Name:

26. Third Presenter Title:

27. Third Presenter Department:

28. Third Presenter University/College/Company:

29. Third Presenter LinkedIn Public Profile

30. Third Presenter Preferred Phone:

31. Third Presenter Email Address:

Comments/Additional Information

Please list any additional presenters here and include the same information requested above. Please also use this area for comments or any other information you feel would be helpful to the selection committee.

32. Comments/Additional Information:

Submission

BEFORE YOU SUBMIT YOUR PROPOSAL, PLEASE PRINT A COPY FOR YOUR RECORDS. You will receive an automatic confirmation and a copy of your submission when your presentation is submitted. If you did not receive the notice, submit again or contact Sarah Burrows, Lasell College, (617) 243-2394 or by email sburrows@lasell.edu.

All lead presenters will receive an official notification by December 15, 2017.

Stop filling out this form.

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A copy of your responses will be emailed to the address you provided

