



10 Tips for Submitting a Proposal for CEIA 2017

- 1. Base the presentation in the conference theme/topics**

Review the 5 themes outlined in the CEIA Call for Proposals, and choose a presentation topic that will enhance one or more.
- 2. When exploring presentation topics, look for an innovative focus**

Look for topics or programs that push the boundaries of the field. Discuss your idea with colleagues to learn about similar programs and past presentations.
- 3. Develop a presentation structure that includes an interactive & engaging format**

Try to include the audience in your presentation as much as possible, whether through an activity, a facilitated discussion, or something new altogether.
- 4. Provide strong foundation in research and/or assessment**

If your presentation includes research in the field, make sure to review information about your resources. Outline how you assessed programs for those who may not be as familiar with assessment techniques.
- 5. Have a team of presenters that provide diverse perspectives**

Give a voice to different communities and differing views. Consider asking partners of the program, such as employers or faculty, to present with you, or invite people from institutions of various sizes.
- 6. Be realistic about the audience that will benefit from your presentation**

Think about the content of your presentation to make sure it will benefit a wide audience.
- 7. Don't just present an experience but tips and tools that others can apply in across higher education**

Make sure to leave the audience with something tangible, be it resources to increase their knowledge of a topic or action items to create a similar program.
- 8. Review, review, review the conference's proposal criteria**

The CEIA Call for Proposals covers the criteria for the four kinds of presentations. Make sure you understand what each format entails and that you are choosing the right one for your topic.
- 9. Ask for feedback**

Ask colleagues within your institution and in CEIA to look over your proposal to make sure the content is clear.
- 10. Present on what you love**

Choose to present on something that is important to you, not only something you think will be accepted!