

# CEIA 2020 National Conference Proposal Submission Form

It is strongly recommended that you keep a copy of your completed proposal for your own records BEFORE you submit.

\* Required

## Lead Facilitator Contact Information

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Only the lead presenter will receive notifications/communications about the proposal.

1. Facilitator/Presenter #1 First Name: \*

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2. Facilitator/Presenter #1 Last Name: \*

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3. Institution/Organization Facilitator/Presenter #1 will Represent: \*

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4. Facilitator/Presenter #1 Title/Position: \*

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5. Facilitator/Presenter #1 Email Address \*

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6. Facilitator/Presenter #1 Phone Number: \*

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7. How many individuals will facilitate/present this proposed session WITH YOU? \*

Mark only one oval.

0 - I plan to present by myself. Skip to question 20.

1 - I plan to have one other person present with me. Skip to question 8.

2 - I plan to have two other people present with me. Skip to question 8.

## Additional Presenter Information

Please submit information for each of the individuals who will present with you.

**8. Facilitator/Presenter #2 First Name:**

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**9. Facilitator/Presenter #2 Last Name:**

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**10. Institution/Organization Facilitator/Presenter #2 will Represent:**

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**11. Facilitator/Presenter #2 Title/Position:**

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**12. Facilitator/Presenter #2 Email Address**

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**13. Facilitator/Presenter #2 Phone Number:**

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**14. Facilitator/Presenter #3 First Name:**

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**15. Facilitator/Presenter #3 Last Name:**

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**16. Institution/Organization Facilitator/Presenter #3 will Represent:**

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**17. Facilitator/Presenter #3 Title/Position:**

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**18. Facilitator/Presenter #3 Email Address**

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**19. Facilitator/Presenter #3 Phone Number:**

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## **Session Title & Description**

If proposal is accepted, all information collected on this page will be distributed on the CEIA website and conference Guidebook app. Before continuing to the next page, you are encouraged to save your text in a separate document.

**20. Session Title \***

(max of 90 characters including spaces)

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**21. Session Description/Abstract \***

Accurately represents description and presentation content. (3-5 sentences/no more than 500 characters including spaces)

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## Explanation of Proposed Session

This information will NOT be printed/posted anywhere; it will provide the proposal reviewers additional context and detail about your proposed session. Before continuing to the next page, you are encouraged to save your text in a separate document.

**22. Clearly state how this session is relevant and important for conference attendees. \***

(max of 250 characters including spaces)

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**23. Clearly state the learning objectives for attendees of your session (For example, complete the statement: After attending this session, attendees will be able to...). \***

(max 500 characters including spaces)

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## Session Format

For full explanation of session format, visit the call-for-proposals section of CEIA conference website.

**24. Select the preferred format of your presentation. \***

*Mark only one oval.*

- Interactive Breakout
- Hot Topic Roundtable Discussion
- Pecha Kucha

25. Explain why your proposed session should be delivered in the preferred format you selected. \*

(max of 250 characters including spaces)

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26. Brief outline of the presentation. Please describe the flow of your presentation, given the format of the session type you would like to facilitate. \*

(max of 350 characters including spaces)

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27. Are you willing to adapt your session to another format to increase consideration for acceptance? \*

Mark only one oval.

Yes Skip to question 28.

No Skip to question 30.

## Format Consideration

28. What other formats would you be willing to consider for your presentation? \*

Please select one.

Mark only one oval.

Interactive Breakout

Hot Topic Roundtable

Pecha Kucha

29. Please explain how you would adapt your presentation for another format. \*

(max 250 characters including spaces)

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## Session Audience & Type

**30. Indicate the PRIMARY audience that would benefit most from your proposed session. \***

Please select 1 (one).  
Check all that apply.

- Career Advisors
- College Administrators
- Cooperative Education Practitioners
- Employer Relations Sepcialists
- Employers (includes HR Specialists, On-Site Supervisors, and Recruiters)
- Faculty
- High School Administrators/Educators
- Internship Practicioners
- Other: \_\_\_\_\_

**31. Indicate the PRIMARY topic discussed in your proposed session. \***

For a full description of each topic, please visit the call-for-proposals section of the CEIA website.  
(Select 1)  
Check all that apply.

- Administration and Operations
- Assessment, Outcomes, and Research
- Campus Partner and Employer Relations
- Instructional Techniques and Student Development
- Recruitment and Legal Issues
- Technology and Marketing
- Underrepresented Students
- Other: \_\_\_\_\_

**32. Explain how your session relates to your first topic choice. \***

(max 250 characters including spaces)

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## Special Note!

### Agreeing to Build a Session in an Offline Format

Internet connectivity will not be available at the conference venue in the room where you will be potentially presenting. We know that sometimes members who submit proposals begin to plan for their presentation even in advance of being advised of the acceptance of their proposals; so we want to be sure that you are aware of this limitation as early as possible.

In addition, presenters should not count on personal hotspots or other internet connectivity devices

working reliably or at all in conference spaces. Those rely on mobile service which is typically spotty or entirely unavailable in conference presentation spaces.

33. **\*\*\*Please initial the box below to indicate that you will NOT plan a presentation that requires a live internet connection to be available in order to be successful. \***
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**Before you submit...**

**Before you submit, please print a copy of all text for your records.**

When you click Submit below, the submission form will close. A box will appear and "Thank you for submitting your session proposal for the 2020 CEIA Conference in San Diego" will appear. If this does not appear, submit again or contact David Schwartz, Programs Committee Chair at (309) 677-2510 or [dschwartz@bradley.edu](mailto:dschwartz@bradley.edu).

All submitters will receive official notification by December 14, 2019.

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