

ACPA21 CONVENTION SCHOLARSHIP SESSION PROPOSAL WORKSHEET

For Research-in-Process, Multimodal Methods Workshop, and Research & Practice Poster Sessions ONLY

This worksheet serves as a guide to assist you in developing your Scholarship Session proposal and is not an official proposal. **You will need to [follow this link to submit your official Scholarship Session Proposal](#) for consideration as a part of the ACPA21 curriculum.**

The due date to submit a proposal is Friday, 4 September 2020.

Please refer back [ACPA21Curriculum Website](#) for more information and if you have any questions about the ACPA21 Curriculum please contact conventionprograms@acpa.nche.edu.

Thank you for your interest in submitting a Scholarship Session proposal for the ACPA21 Annual Convention in Long Beach, CA, USA 14 - 17 March, 2021.

Scholarship on student success, learning, and development is integral to the forward movement of the field of Student Affairs. However, scholarship on the field should not only be the purview of full-time academics and graduate students. Scholarship is for everybody and can be created by everybody too. Although scholarship has previously been narrowly defined, ACPA21 asks us to REFRESH our understanding of what gets to be included under the umbrella of knowledge creation and sharing and to REVITALIZE multiple ways of knowing and doing. For ACPA21, we understand scholarship to include traditional research papers and posters and we also mean it to include: (a) multimodal forms of presentation (e.g., performance, visual, arts-based); (b) methods workshops; and (c) works in various stages of progress. With this in mind, we encourage you to submit to the Scholarship Session portion of Convention and continue reading this Call for Scholarship to learn about the NEW ways we invite you to engage at ACPA21.

Scholarship Session Submission and Reviews:

- All members who submit a scholarship program are required to conduct at least 3 proposal reviews of scholarship sessions. If reviews are not completed by the assigned deadline, or a previously agreed upon date, that member's scholarship programs will be removed from consideration.
- If submitting for the Research-in-process session, members will be required to submit a version of their scholarship up to 3 weeks before the start of the Convention (14 March 2021).
- If a presenter is using a scholarship program to conduct a formal study to be published OR are using the presentation in order to recruit participants for a study, they must provide IRB and study materials to ACPA in line with the ACPA research process at least 3 weeks before the start of the Convention (14 March 2021; <https://www.myacpa.org/research>). If materials are not provided, or the materials are not approved by the International Office, the scholarship program will be removed from the program booklet. We encourage these members to submit their materials as early as possible to ensure time for review (e.g., shortly after acceptance).
- All scholarship programs should adhere to the ACPA Equity and Inclusion principles (<https://www.myacpa.org/equity-and-inclusion-statement>), including in the inclusive language utilized and in accessibility to full participation by all members aligning with universal design principles (<https://humancentereddesign.org/index.php/inclusive-design/principles>).

Scholarship Session Proposal Timeline:

- Scholarship program proposals are due on the same date as general program proposals. Program proposals are due Friday, 4 September 2020.
- Reviews will be conducted and completed by the end of September.

- o All members who submit a scholarship program are required to conduct at least 3 proposal reviews of scholarship sessions. If reviews are not completed by the assigned deadline, or a previously agreed upon date, that member's scholarship programs will be removed from consideration.
- You will receive notification of your proposal status of acceptance, waitlist, or decline by Friday, 30 October 2020.
- If your program is accepted, you have the ethical and professional obligation to register for the convention by 11 December 2020 as well as provide required scholarship materials by the deadlines outlined below (if applicable). Register at <http://convention.myacpa.org/>. Advanced registration ends 10 July 2020. Early registration ends 11 December 2020.
- ACPA reserves the right to rescind acceptance of any scholarship program proposal if required materials are not submitted by the deadlines outlined below (e.g., IRB materials, research papers for review), or registration is not completed by 11 December 2020, unless previous arrangements are made with the ACPA International Office.

Please note that the below table provides an overview of Scholarship Session types and the full descriptions for Scholarship Sessions are located below this table.

Session Type	Session Time	Overview (full descriptions below table)
Research-In-Process	30 minutes	<p>Research-in-process sessions are 30 minutes long and are not paired up with other papers.</p> <p>Research-in-process sessions take the best parts of communal roundtable discussions, paper discussant feedback, and add the opportunity to develop a paper at almost ANY STAGE OF READINESS. Papers that are fully drafted (as in past years) should be submitted in this session type as well.</p> <p>Each scholar(s) will be paired with an experienced, published scholar-mentor such as an ACPA Emerging or Senior Scholar with an additional goal of supporting the author to reach publication.</p>
Multimodal	30 or 60 minutes	<p>Scholarship presentations in this area include performance, visual, digital, and other arts-based forms of knowledge creation and distribution. Multimodal presentations can include forms such as Zines, storytelling, poetry, documentary, photo-voice project, artifact presentation, or the presentation of research findings in another creative format.</p> <p>Multimodal sessions exist in two formats: (a) 30 minutes long presentation where two multimodal presentations are assigned to one session block (60 minute session in total); (b) poster-style.</p>

Methods Workshop	60 minutes	Methods workshops allow members to present a project that uses compelling research methods and teach others how to apply this method to their own work. Presentations in this format should be considered continuing professional development allowing members to build self-efficacy and capacity around creating scholarship and assessment tools to bring back to their campuses.
Research & Practice Poster	n/a	Posters on display during scheduled times of ACPA21 with presentation times facilitated by the authors.

ACPA members of color, trans members, women, members with differing disability and ability statuses, and members with other minoritized or silenced identities are encouraged to submit program proposals for the ACPA21 Convention.

Full Description of Session Types and Submission Requirements

- **Research-in-Process Sessions**

- Research-in-process sessions are 30 minutes long and are not paired up with other papers.
- Research-in-process sessions take the best parts of communal roundtable discussions, paper discussant feedback, and add the opportunity to develop a paper at ALMOST ANY STAGE OF READINESS.
 - Scholarly works do not need to be, but may be, fully completed by convention time. They should, however, exist at a level of readiness where a significant presentation can be given and meaningful discussions can occur within the convention space (i.e., beyond data collection with a draft findings section).
 - Members will be required to submit their scholarship at least 3 weeks before the start of the Convention (14 March, 2021).
 - Although we are open to research in process, to ensure that the time of the scholar-mentors and the researcher is best utilized, all papers need to be at least at the stage of data collection and include a draft of the paper including the findings section.
- Research-in-process sessions feature traditional paper-based empirical/data-based studies, novel arguments, and/or elaborate on or provide new theoretical/conceptual frameworks.
- The goal of research-in-process sessions is to not only to give direct feedback on the paper in the session, but to create a space where members can learn about the topic and also be a meaningful contributor to the knowledge creation process. This session also provides authors the chance to grapple with “sticky” sections of their writing process (e.g., authors can share anonymized data to have the audience help make sense of).
- Research work presentations do not need to be presented in a standard format (e.g., introduction, methods, findings, discussion, implications); however, enough information should be shared with the audience to elicit deep discussion.
- Additionally, there will be no technology available for these presentation formats.
- Each scholar(s) will be paired with an experienced, published scholar-mentor such as an ACPA Emerging or Senior Scholar with an additional goal of supporting the author to reach publication.

- o There will also be graduate student-specific scholarly workshops made up of master's and doctoral authors workshopping class papers that they will like to eventually publish or other scholarly works. Please select this option when submitting a proposal.
- o In no more than 2000 words, Research-in-Process sessions proposals should describe:
 - Objectives of scholarship;
 - Frameworks utilized to analyze data (e.g., theoretical, conceptual, or practical);
 - Literature, sources, methodology;
 - Developing findings;
 - Importance of scholarship to the field and to the Strategic Imperative for Racial Justice and Decolonization.
 - Types of feedback and support desired from scholar-mentor at Convention and stage of readiness you expect to meet by 3 weeks prior to Convention.
- **Multimodal**
 - o Scholarship presentations in this area include performance, visual, digital, and other arts-based forms of knowledge creation and distribution. Multimodal presentations can include forms such as Zines, storytelling, poetry, documentary, photo-voice project, artifact presentation, or the presentation of research findings in another creative format.
 - o Multimodal sessions exist in two formats: Type A: 30 minutes long presentation where two multimodal presentations are assigned to one session block (60 minute session in total); Type B: poster-style.
 - Type A Multimodal presentations will be no longer than 30 minutes long, inclusive of discussion and takedown time. Type A presentations are best suited for those requiring digital media, audio/visual, speakers, microphones, and performance.
 - Type B Multimodal presentations are given a 4' x 8' portion of a board to utilize to present their project. This format will be given up to 60 minutes to discuss their project and will be placed in the same place/will occur currently as the general poster session (typically the ACPA Marketplace). Type B sessions cannot require technology, audio/visual, speakers, microphones, or stages. Type B presentations are best suited for visual modalities such as zines, printed out stories, and artifact presentations.
 - o In no more than 2000 words, multimodal proposals should describe:
 - Objective of scholarship;
 - Frameworks utilized to analyze data (e.g., theoretical, conceptual, or practical);
 - Literature, sources, modalities, methodology;
 - Full description of presentation form;
 - Summary of findings;
 - Significance to the field and to the Strategic Imperative for Racial Justice and Decolonization.
- **Methods Workshops**
 - o Methods workshops are 60 minutes long.
 - o Methods workshops allow members to present a project that uses compelling research methods and teach others how to apply this method to their own work. Presentations in this format should be considered continuing professional development allowing members to build self-efficacy and capacity around creating scholarship and assessment tools to bring back to their campuses.
 - o Presenters will facilitate the workshop for the entire session block (60 minutes).
 - o In no more than 2000 words, methods workshop proposals should describe:
 - Symposium objective and purpose;

- Background of the presenters including the perspective they bring to the session topic;
- Frameworks, literature, sources
- Relevance of symposium to expected audience (e.g., graduate students, full-time professionals);
- Outline of the structure and strategies for interaction;
- Significance of the topic to the field and to the Strategic Imperative for Racial Justice and Decolonization.

- **Posters**

- Posters provide an opportunity for continued synchronous/asynchronous engagement with scholarship throughout the course of Convention.
- Posters will be placed in the ACPA Marketplace.
- Poster presenters are not assigned a scholar-mentor or provided feedback outside of the scholarship proposal process.
- Posters should provide opportunities for members to engage with the work at times when the presenter is not available for interaction (e.g., QR codes, Instagram hashtags, handouts).
- In no more than 2000 words, poster proposals should describe:
 - Objectives of scholarship;
 - Frameworks utilized to analyze data (e.g., theoretical, conceptual, or practical);
 - Literature, sources, modalities, methodology;
 - Developing findings;
 - Importance of scholarship to the field and to the Strategic Imperative for Racial Justice and Decolonization.
- Poster Logistics:
 - Posters should be no larger than 48 inches (121 cm) wide by 36 inches (91 cm) high and may be shared with another poster.
 - ACPA will provide push pins; however, if you require additional supplies, please ensure you bring those.
 - Presenters are responsible for the set up and take down of their posters. Any posters left at the end of the Convention will not be saved or able to be shipped.
 - Members will be required to submit their posters for Equity and Inclusion checks at least 3 weeks before the start of the Convention (14 March, 2021).
 - Members will be required to submit a screen-reader format of their poster via PowerPoint file.
 - Members will be required to place a QR code on the lower right hand corner of their poster that links to a plain-text file of their poster's information.
- Universal Design for Posters:
 - Minimum text size should be 22pt body text.
 - 28-32pt body text is ideal.
 - Contrast for body text between 70% and 95% shading.
 - Use simple sans serif fonts.
 - Do not use all caps or bold, and use italics sparingly.
 - Do not use bright, contrasting colors
 - Do not create a "wall of text"; use bullet points.
 - Write in plain language, instead of complicated words or figures of speech. Keep content short, clear, and simple.

- The Plain Text QR code document and the poster should have explanations of all tables and figures.
- Design your poster following a logical, linear layout.
- Break up information with subheadings.

The following sections are representative of information needed for Scholarship Session types ONLY.

Please note the fillable content areas below do not have a word limit and will not restrict the amount of words you use. You will need to monitor the word count.

For Education Sessions: A different proposal and evaluation criteria is being used. For education session types, please use the Education Sessions Worksheet listed on the [Proposal Resources](#) to plan your session.

Presenter Information

Coordinating Presenter: On the online form you will be asked to select a Coordinating Presenter that will start the initial online proposal form.

If the Coordinating Presenter is an ACPA Member:

- You will need to search the Coordinating Presenter in the ACPA Member Database by either First Name, Last Name, or Email Address.

If the Coordinating Presenter is not in the ACPA Database:

- Select Search Again to create a new profile for the Coordinating Presenter.
- The Coordinating Presenter will be asked to provide profile information including First Name/Family Name, Last Name/Family Name, Title, College/University/Organization, Address, Phone, and Email Address.

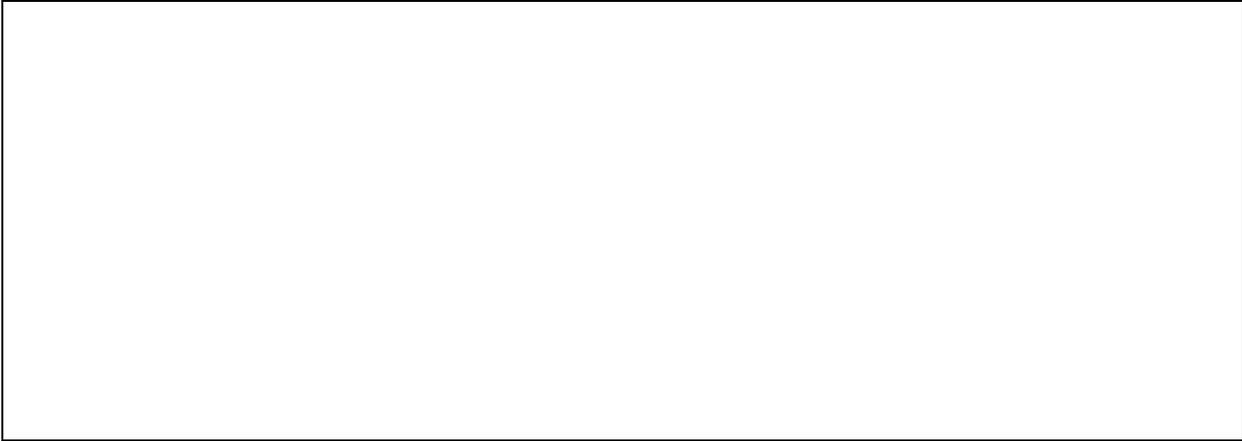
NOTE: If you plan to have co-presenters you will have the opportunity to add their name and contact information on the final proposal submission page titled Proposal Review.

Presenter Experience (300-word-limit):

To aid the review process, describe each presenter's familiarity/experience with the topic.

Include pertinent information, but **DO NOT INCLUDE ANY NAMES OR OTHER CHARACTERISTICS THAT CLEARLY IDENTIFY THE PRESENTER(S)**. Here are two examples of how to craft the description without including identifying information:

- Presenter one is an academic advisor in a business school at a large public university. They engage in an intrusive advising model in their work space and they have been presenting on the efficacy of this model for underrepresented students over the past four years.
- The presenter is a tenured faculty member at an urban research extensive university in the midwest. Their research focuses on the influence of family on first generation students of color in predominantly white institutions. They have published over 20 articles on the topic in various research journals.



ACPA Equity and Inclusion Statement:

ACPA —College Student Educators International actively promotes and recognizes principles of fairness, equity, and social justice in relation to, and across, intersections of race, age, color, disability, faith, religion, ancestry, national origin, citizenship, sex, sexual orientation, social class, economic class, ethnicity, gender identity, gender expression, and all other identities represented among our diverse membership.

By appreciating the importance of inclusion, we acknowledge that the collective and individual talents, skills, and perspectives of members, constituent groups, and partners foster a culture of belonging, collaborative practice, innovation, and mutual respect. ACPA seeks to empower and engage professionals, scholars, and partners in action that productively contribute to accomplishing the goals of our association.

- I acknowledge my proposal meets the expectations reflected in the ACPA Equity and Inclusion Statement.

Session Type:

Please select the type of Scholarship Session type for which you are submitting a proposal. Please note full descriptions are included above.

Session Type	Session Time	Overview (full descriptions below table)
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Multimodal	30 or 60 minutes	<p>Scholarship presentations in this area include performance, visual, digital, and other arts-based forms of knowledge creation and distribution. Multimodal presentations can include forms such as Zines, storytelling, poetry, documentary, photo-voice project, artifact presentation, or the presentation of research findings in another creative format.</p> <p>Multimodal sessions exist in two formats: (a) 30 minutes long presentation where two multimodal presentations are assigned to one session block (60 minute session in total); (b) poster-style.</p>
Methods Workshop	60 minutes	<p>Methods workshops allow members to present a project that uses compelling research methods and teach others how to apply this method to their own work. Presentations in this format should be considered continuing professional development allowing members to build self-efficacy and capacity around creating scholarship and assessment tools to bring back to their campuses.</p>
Research & Practice Poster	n/a	<p>Posters on display during scheduled times of ACPA21 with presentation times facilitated by the authors.</p>

Scholarship Title (10-word limit):

Create a short yet impactful title that accurately reflects your topic and is also reflective of the goals set forth by ACPA21.

Abstract (80-word limit):

This abstract will be used in the ACPA App and will not be printed in the program book. The abstract serves as context for attendees on your topic area. Attendees use the ACPA App to decide which sessions to attend at Convention. Make sure the abstract is consistent with your presentation.

Keywords (5-word-limit):

Select 3-5 words that best describe the content of your proposal.

Proposal Text (2,000-word-limit):

Proposals must not exceed **2000 words** (not inclusive of references, tables, and figures). All references, tables, and figures should be included in the appropriate field; however, APA in-text citations should be used and are included in the word count. **Please reference the full description of the Scholarship sessions for specifics on what needs to be included in a proposal depending on the session type.**

References:

Tables and Additional Information:

If you select a research in process or multimodal session, you will be asked to answer a few additional questions. Please select the appropriate answers.

If research-in-process and/or poster is selected...

Research Approach:

Which of the following best describes your research approach?

- A. Conceptual
- B. Literature Review
- C. Mixed methods
- D. Qualitative
- E. Quantitative
- F. Other [include text box]

What is your goal for this research? (e.g., publish in a journal, class project)

If multimodal is selected...

Which multimodal session are you submitting for?

- A. Type A - requires digital media, audio/visual, speakers, microphones, and performance (30 minutes)
- B. Type B - will occur concurrently to the poster sessions (60 minutes)

AV Requests:

The Convention Planning Team tries to accommodate technology requests for sessions. To guide this process, select the technology requested to deliver your session. Please only select the technology you know you will need and use.

Note microphones are planned to be available in session rooms (but are not available for round-table or small discussion environments including research-in-process or poster sessions).

- No technology is needed for this session
- LCD and screen - with sound connection
- LCD and screen - without sound connection
- Microphone

Professional Competencies:

An essential component of the Convention experience is for all educational sessions to address the ACPA/NASPA Professional Competencies. Select no more than two competencies your program session engages:

- Advising and Supporting (A/S)
- Assessment, Evaluation, and Research (AER)
- Law Policy and Governance (LPG)
- Leadership (LEAD)
- Organizational and Human Resources (OHR)
- Personal and Ethical Foundations (PEF)
- Social Justice and Inclusion (SJI)
- Student Learning and Development (SLD)
- Technology (TECH)
- Values, Philosophy, and History (VPH)

Topics:

Select no more than two options among the following list of topics to provide guidance to participants as to the type of knowledge shared in the session you have proposed.

- | | |
|---|--|
| <input type="checkbox"/> Academic Advising and Support | <input type="checkbox"/> Historically Black Colleges and Universities (HBCU) |
| <input type="checkbox"/> Academic Affairs | <input type="checkbox"/> Housing and Residential Life |
| <input type="checkbox"/> Administrative Leadership | <input type="checkbox"/> Leadership Development |
| <input type="checkbox"/> Admissions/Enrollment Management | <input type="checkbox"/> Men's Identities and Masculinities |
| <input type="checkbox"/> Adult Learners | <input type="checkbox"/> Mid-Level Professionals |
| <input type="checkbox"/> Alcohol and Other Drugs | <input type="checkbox"/> Minority Serving Institutions (MSI) |
| <input type="checkbox"/> Asian America and Native American Pacific Serving Institution (AANAPISI) | <input type="checkbox"/> Multicultural Affairs |
| <input type="checkbox"/> Assessment and Evaluation | <input type="checkbox"/> New Professionals |
| <input type="checkbox"/> Athletics/Recreation | <input type="checkbox"/> Orientation/First-Year Experience |
| <input type="checkbox"/> Career Development and Services | <input type="checkbox"/> Parents/Families |
| <input type="checkbox"/> Career Planning/Job Searching | <input type="checkbox"/> Personal Development |
| <input type="checkbox"/> Colonization in Higher Education | <input type="checkbox"/> Professional Preparation |
| <input type="checkbox"/> Community Service/Service Learning/Civic Engagement | <input type="checkbox"/> Religious/Faith-Based Institutions |
| <input type="checkbox"/> Commuter Students | <input type="checkbox"/> Senior Student Affairs Officers |
| <input type="checkbox"/> Compliance/Legal Issues | <input type="checkbox"/> Sexual Assault and Violence/Title IX |
| <input type="checkbox"/> Counseling and Psychological Services | <input type="checkbox"/> Sexual Orientation/Sexuality |
| <input type="checkbox"/> Crisis Response and Campus Safety | <input type="checkbox"/> Social Justice |
| | <input type="checkbox"/> Student Conduct and Legal Issues |

- | | |
|--|---|
| <input type="checkbox"/> Disability and Disability Awareness | <input type="checkbox"/> Student Involvement |
| <input type="checkbox"/> Diversity and Inclusion | <input type="checkbox"/> Supervision/Management |
| <input type="checkbox"/> Doctoral Students | <input type="checkbox"/> Sustainability |
| <input type="checkbox"/> Entry-Level Professional | <input type="checkbox"/> Technology/Social Media |
| <input type="checkbox"/> Faculty/Teaching | <input type="checkbox"/> Trans Identities |
| <input type="checkbox"/> Faith/Spirituality | <input type="checkbox"/> Tribal Colleges and Universities |
| <input type="checkbox"/> Fraternity/Sorority Life | <input type="checkbox"/> Two-year Colleges/Community Colleges |
| <input type="checkbox"/> Gender Identity/Gender Expression | <input type="checkbox"/> Veterans Services |
| <input type="checkbox"/> Global Dimensions of Student Development/International Education and Issues | <input type="checkbox"/> Wellness |
| <input type="checkbox"/> Graduate and Professional Schools / Graduate and Professional Student Affairs | <input type="checkbox"/> Women and Women's Identities |
| <input type="checkbox"/> Graduate Students | <input type="checkbox"/> Other _____ |
| <input type="checkbox"/> Higher Education Associations/Non-Profit Management | |
| <input type="checkbox"/> Hispanic Serving Institutions (HSI) | |

Inclusive Language Check:

Please note the ACPA21 Equity & Inclusion (E&I) team will review the title and abstract for any language that may be problematic. If any such language is found, you will be contacted by the E&I or Program team.

For assistance in ensuring you are using inclusive language, please visit:
<https://apastyle.apa.org/style-grammar-guidelines/bias-free-language/>

- I agree that this session utilizes inclusive language and that I have reviewed this proposal for, and removed, any marginalizing language (e.g., ableist, ageist, gendered, racist, homophobic, classist).

Universal Design Principles:

The purpose of Universal Design Principles for Presentations is to support the design of materials, discussions, and educational activities that are accessible to all participants. Examples of implementing Universal Design Principles include but are not limited to: using the provided microphone during a session, designing presentations with contrasting colors and sans serif fonts, and providing opportunities for participants to engage content in multiple ways (e.g. presentation, discussion, activities). Review this page for more information about [Universal Design Principles](#). Additional information about Universal Design Principles and resources will be provided to ACPA21 presenters.

- I agree, should this session be accepted, I will use Universal Design Principles in designing and implementing this session.

Land Acknowledgement:

A Land Acknowledgement is a formal statement that recognizes and respects Indigenous Peoples as traditional stewards of this land and the enduring relationship that exists between Indigenous Peoples and their traditional territories.

Each ACPA session, meeting, and event is expected to begin with the reading of the land acknowledgement. We do this to recognize the land as an expression of gratitude and appreciation to those whose territory you reside on, and a way of honoring the Indigenous people who have been living and working on the land from time immemorial. It is important to understand the long-standing history that has brought you to reside on the land, and to seek to understand your place within that history.

Land acknowledgements do not exist in a past tense, or historical context: colonialism is a current ongoing process, and we need to build our mindfulness of our present participation. It is also worth noting that acknowledging the land is Indigenous protocol.

- I agree, should this session be accepted, I will ensure that the land acknowledgement that will be provided to me by ACPA21 is respectfully read aloud AND displayed at the beginning of my session in a way that honors the indigenous people whose land is host to ACPA21 in Long Beach, CA.
-

Provision of Materials:

ACPA is committed to ensuring that the convention experience is accessible to as many members as possible. It is good practice to have a few sets of slide printouts in large print as well as a few sets of handouts in paper for attendees to follow along during your session, while offering slides and materials in an electronic format for those who need or prefer that option. We ask that:

- Presenters make available a few paper copies of presentation materials for those session participants with different needs who may need them to better follow along and engage with your material.
- Presenters make available electronic copies of presentation materials to session participants.

Providing materials in paper AND electronically allows participants with different needs to understand and engage with the information you provide and supports the learning of all session participants, while also providing them with information to take back to their campus.

- I agree, should this session be accepted, I will provide session participants with the option to receive relevant session materials as a physical copy or through electronic means.
-

Proofreading Confirmation:

Check the box below to confirm that you have proofread the submissions for spelling, punctuation, capitalization, and language that may be problematic. What you enter here is exactly what will appear in the final program book and convention app, with the exception of any changes that need to be made to address concerning language/word choice.

- I have proofed all content for correct spelling, punctuation, and capitalization.
-

Proposal Review:

On the online form you will be asked to review the information that you entered above.

Adding Co-Presenters:

If you will have Co-Presenter(s) joining you at your proposed session you will need to add the Co-Presenter(s) to your proposal before submitting. To add Co-Presenter(s) select the icon that has a person and a plus sign (when

hovering on icon it says “Add Another Presenter”). You will need to search each Co-Presenter in the ACPA Member Database by either First Name, Last Name, or Email Address to add them to the proposal. If the Co-Presenter(s) are not in the ACPA Database, select Search Again to create a new profile for the Co-Presenter. You will need to provide the Co-Presenters profile information including First Name/Family Name, Last Name/Family Name, Title, College/University/Organization, Address, Phone, and Email Address.

Save and Edit Later:

Select the “Save and Edit Later” button if you plan to return to the proposal to make edits.

Submit:

When you are satisfied the information in your proposal is correct and finalized select the “Submit” Button.” Please note you will still be able to edit your information after you click Submit until the proposal due date by returning to the [Educational Session Service Center](#).

REMINDERS: This worksheet serves as a guide and is not an official proposal. **You will need to [follow this link to submit your official Scholarship Session Proposal](#) for consideration as a part of the ACPA21 curriculum.**

The due date to submit a proposal for all scholarship session types is Friday, 4 September 2020.

Please refer back to the [ACPA21 Curriculum webpage](#) for more information and if you have any questions about the ACPA21 Curriculum please contact conventionprograms@acpa.nche.edu.