AD&D

Association of Deans & Directors of
University Colleges & Undergraduate Studies

38th Annual AD&D Conference
April 9-12, 2025
San Antonio, Texas

"Responsive. Relevant. Resilient:
Navigating Change in the
Undergraduate Landscape"
Session Proposal Guidelines

All proposals must include the following:

1. Lead Presenter: The lead presenter is the principal contact person for communications between AD&D and presenters and is responsible for sharing logistical information with co--- presenters. Please be sure to list the individual who will serve in this organizing role in the "Lead Presenter" field.

2. Confirmed Presenters: Up to three (3) additional presenters. Presenters should represent diverse backgrounds and perspectives and come both from the university college/undergraduate studies and outside it. Proposals with confirmed presenters will be rated more highly. **Please note: In order to encourage diverse perspectives, AD&D has instituted a participation limit for individual presenters. Individuals may only appear on two (2) session proposals total. If an individual is listed as a lead chair or presenter on more than two (2) proposals, none of the proposals will be considered until that individual has withdrawn his/her name from the appropriate number of proposals.**

3. Title of your Session: 10-word maximum.

4. Program description: Please provide a high-level description of your session for inclusion in the Preliminary and Final Programs (50-word maximum). This description may be edited by the Program Chairs for clarity.

5. Session format: Your session should acknowledge and build upon the participants' own knowledge and experiences. They should be able to clearly connect with your material and apply it to their own situations. Most conference sessions should be designed so that participants are actively engaged rather than passively receiving information. You must

indicate <u>one</u> preferred format from the list below for your proposal. Program Chairs reserve the right to request changes to session format if deemed appropriate.

     i) Breakout Session
     ii) Best Practices Session
     iii) Facilitated Discussion

6. Learning Outcomes: What will participants know or be able to do as a result of attending your session? You should have no more than three learning outcomes, each a separate thought.

7. Proposal Narrative: Provide a summary of the content of your presentation.
Word Limit: Proposals should not exceed (excluding references) 250 words. Please observe these word limits out of respect to our volunteer reviewers.

8. Session Plan: Describe what will happen during your session. Be sure to include your strategies for audience involvement and interaction, as well as a breakdown of how you intend to use the time allotted. For Panel Presentations, please be sure to note any participation mechanisms that might be affected by room setup. (200 words maximum)

Audio Visual Guidelines (not applicable to Facilitated Discussion sessions):
All session and workshop rooms are equipped with the following audio-visual equipment:
- 1 LCD projector (AD&D does not provide VGA---DVI adaptors which Apple laptops and some PCs require)
- 1 Screen

Presenters planning to use LCD projection for PowerPoint, video, or other visual displays are required to bring a laptop. AD&D **cannot** provide computers for use with LCD projectors.

Internet access is **not** guaranteed; please make arrangements to download your presentation ahead of time.

Recording:
AD&D may elect to record some presentations. Please indicate whether you give permission for recording:
     -- I give AD&D permission to record this presentation.
     -- I **do not** give AD&D permission to record this presentation.

Submission Agreement:
Please read and agree to the following six statements.
1) I understand that as the session chair, it is my responsibility to secure session presenters and to disseminate all logistical and other information to session presenters.

2) I agree that neither I nor my participating session presenters will use the session as a platform to promote products or services of any kind.

3) I understand that presenters do not receive complimentary registrations, honoraria, or paid expenses to speak at the AD&D Conference.

4) I understand it is my responsibility to register myself for the conference and to inform all presenters that they too are solely responsible for registering themselves for the conference by the Early Bird Registration deadline.

5) I agree that all presenters for this session will be fully informed that they must be available to present any day of the general conference programming (April 9-12, 2025) and that they will not be permitted to participate in more than two presentations.

6) I agree to allow AD&D to stream this presentation online for virtual conference attendees.

I confirm that I have read and agree with the six statements listed and that I am responsible for sharing this information with all presenters for this session.

Proposal Submission Process:
- Prepare your proposal using the above as a guide
- Go to the following link to submit proposal(s): www.adandd.org
- Submission deadline: 5pm ET on **January 10, 2025**
- Address questions to the AD&D management team via email: adanddoffice@gmail.com

Proposal Review Process:
- Program Chairs may return or reject proposals without review if the proposals do not address all required information, include presenters listed on more than two proposals, or exceed the word limits specified above;
- Peer review of proposals will not include presenter identification;
- Reviewers will evaluate each proposal they receive according to the criteria listed above.

For more information about AD&D, including updates related to the 2025 Annual Meeting, please visit our website:www.adandd.org