



Association of Deans & Directors of  
University Colleges & Undergraduate Studies

**2019 Annual AD&D Conference**  
**April 10 – 13, 2019**  
**Wesley Chapel, Florida**

*“Continuing the Journey to Student Success  
through Professional Development and Mentorship”*

***Session Proposal Guidelines***

**All proposals must include the following:**

- 1. Session Chair:** The session chair 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 “Session Chair” 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 session chair or presenter on more than two (2) proposals, none of the proposals will be considered until that individual has withdrawn his/her name from the appropriate number of proposals.**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 one preferred format from the list below for your proposal. Program Chairs reserve the right to request changes to session format if deemed appropriate.

i) Panel presentation: Panel presentations are conceived as a complete 75-minute session on a single theme. These sessions include multiple presenters examining an issue, specific problem, topic, or theme from a variety of perspectives. While this may include traditional presentations, we encourage presenters to consider alternative techniques that incorporate greater audience engagement, discussion, and interaction on the topic. Sessions will be 75 minutes in length, with presenters reserving sufficient time for audience discussion and Q&A within the session. Presenters should describe the format in the “Session Plan” section.

ii) Roundtable discussion: An individual presenter facilitates an informal group discussion around a key topic or area of interest in the field. In this format, the presenter briefly frames the topic and then devotes most of the time to discussion. Multiple presenters may be leading these discussions in the same room during a 75-minute session. No AV setup is available for this format. Presenters should describe how they will frame the topic and facilitate discussion in the “Session Plan” section.

iii) Working Group: An individual or group of presenters facilitates action-focused discussion to generate ideas or plans to move towards white papers, publications, and/or policies. These sessions are highly collaborative and intended to result in new directions or products. Presenters should describe the format and the intended outcomes in the “Session Plan” section. Sessions will be 75 minutes in length.

iv) Hands-on Workshop: Best suited for demonstrations or applied practice where participants experience or take part in active learning. Presenters should describe the format in the “Session Plan” section. Sessions will be 75 minutes in length.

**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) 300 words for an Individual Project/Paper, or Roundtable Presentation. They should not exceed 500 words for Panel Presentation or other group format session. Please observe these word limits out of respect to our volunteer reviewers.

**8. Session Plan (for Panel Presentations, Working Group, Roundtable, and Hands-on Workshop Formats):** 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 roundtable 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.

**Room Set:**

A session room will be assigned to you and will be set with a head table and chairs for up to four speakers. The remainder of the room will be set up with either chairs and round tables or theater-style chairs depending on session format, room capacity, and scheduling.

**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 10 -13, 2019) 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](http://www.adandd.org)
- Submission deadline: 5pm MT on **February 15, 2019**
- Address questions to the AD&D management team via email: [adanddoffice@gmail.com](mailto: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 2019 conference, please visit our website:**[www.adandd.org](http://www.adandd.org)