



ACUPA | Association of College and University
Policy Administrators

Submission Guidelines and Presenter Information

Submit Online!

To make your proposal submission easy, our online submission form will prompt you through a summary of your presentation's subject and content, its most critical learning objectives and target audiences, and a description of the methods you will use for delivery and audience engagement.

Submission Deadline

Submissions will be accepted through **October 4, 2018**. Acceptance notification will be emailed to you, on or about **October 17, 2018**.

Presenter Responsibilities

- Each presenter is responsible for all expenses incurred in conjunction with the presentation, including registration, housing, travel, and incidental expenses.
- All presenters listed in the proposal must be available for the presentation on May 6, 7 or 8, for the pre-conference workshop or concurrent session, respectively.
- Each presenter will complete conference registration shortly after registration opens.
- ACUPA reserves the right to revise a presentation title or edit a session description for promotional and program publications.
- Each presenter agrees to allow ACUPA to post the presentation on the ACUPA website.

Discount for Presenters

Speakers receive a \$175 discount on registration or a one-day registration for the day they are speaking. For group presentations, discounts will apply to two individuals only (selection to be made by the presenting group).