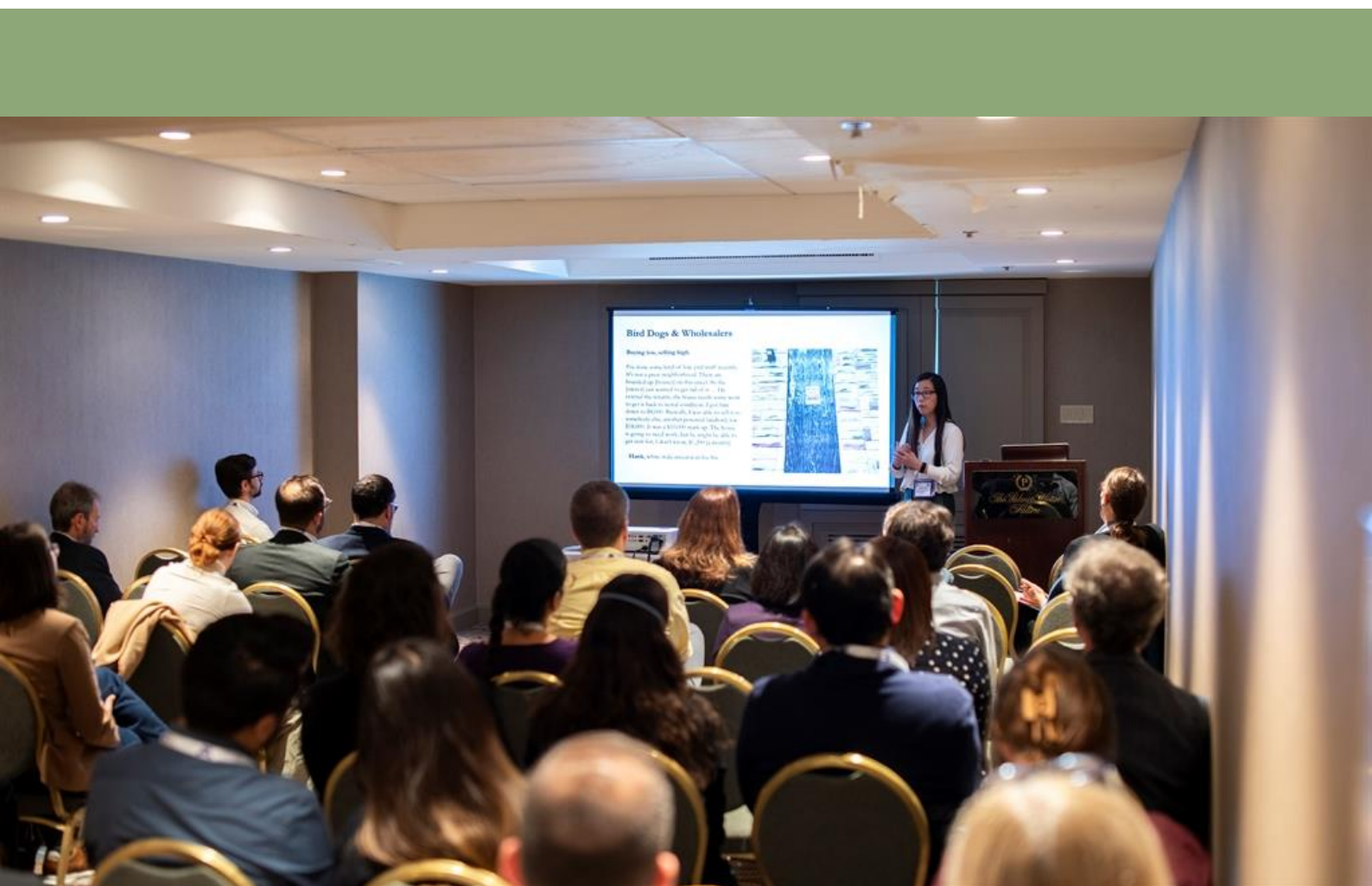


# First-Timer's Guide to the ACSP Conference

Connecting Faculty, Researchers & Students



ACSP

Association of Collegiate Schools of Planning

# About the Annual Conference

The ACSP Annual Conference is an opportunity for academics and researchers to present their ideas to other experts in the academy, inviting discussion of their latest project to ultimately strengthen their work. Attendance promises you'll discover new and interesting developments in the planning field. The return on your investment for attending this conference is an intellectually stimulating experience helping researchers forge new connections, build on their research and enrich their careers.

The conference provides valuable connections for higher education administrators, underrepresented students and faculty of color, students on the job market, members of the ACSP Interest Groups of faculty women, planners of color, global planning educators, and our newest group, Queers and Trans (formerly Inclusion) and more.

Distinguished faculty and student authors are honored, the location is highlighted, and AICP CM credits can be earned.

Prior to the conference, ACSP publishes a PDF volume called the "Book of Accepted Abstracts." This Book contains the abstract for every anticipated presentation and roundtable discussion at the conference and is a treasure trove of the latest research in the planning academy. It also includes the author's email addresses to contact them personally. The hope is that most of these abstracts become final papers for the conference. The ACSP acknowledges completed papers prior to the conference. While all presentations and sessions will be worthwhile, those with more final papers will have a different level of excellence.

## CONFERENCE PRODUCTION TIMELINE

### February & March

Call for Abstracts & Sessions is shared.  
The window for award nominations and applications opens.  
The window for abstract submissions opens.

### April & May

Window for abstract submissions closes.  
Blind peer review process begins.  
Presenters are notified of accept or reject.

### June & July

The submission window for awards closes.  
The Book of Accepted Abstracts is published.  
The schedule of presentations is posted to the website.

### August

Conference registration opens August 1.

### September, October, November

Discussants and facilitators are confirmed.  
The conference schedule adapts to presenter withdrawals.  
Enjoy the conference!

## 4,500+ CUPS OF COFFEE

Coffee is served all day in the ACSP Community Center which is the social hub of the conference.

## 30+ COUNTRIES REPRESENTED

This conference welcomes planning faculty and students from all over the world!

## 1,200+ ATTENDEES

ACSP traditionally welcomes faculty, students, researchers, professional planners, and more to the annual conference.

## 250+ ACADEMIC SESSIONS

A diverse array of research sessions, roundtable discussions, workshops, career sessions, interest group topics, sessions hosted by ACSP committees about on-going initiatives, and more, all pre-approved for AICP CM.

# Navigating the Conference

## LOGISTICS AND ADVANCE PLANNING

### Booking your Flight

ACSP doesn't recommend booking flights until the conference schedule is set.

### Booking your Hotel

ACSP recommends making hotel reservations in the summer before the fall conference. Wait too long, and you'll be a train ride away from the event.

### Packing for the Trip

This is more than a Google search of the weather. The ACSP conference is business and "collegiate casual." Wear comfortable shoes for long days and bring a sweater because sometimes session rooms can be cold.

### Laptop, Charger, Adapters and Dongles

If you are using slides for your presentation, you must bring your own laptop. ACSP provides HDMI hookups for projectors but not HDMI adapters for USB-C, Thunderbolt, etc. Make sure to tuck the right cables in your backpack!

### Business Cards

Bring business cards with you, and Have your LinkedIn and social media tags ready to share.

### Practice your Presentation

The ACSP does not provide microphones, so projecting your voice to the audience is important. Make sure your presentation fits within your allowed time frame. You may get cut off in mid-sentence if you go long.

### Mobile Devices and Chargers

Download the conference app prior to the event on your mobile device. Learn and understand the search features that will quickly get you what you need to know and get you where you need to go!

**Bring your energy and enthusiasm too!**



## CONFERENCE SCHEDULE

### First Day, Thursday

The day begins with a hot breakfast and the Opening Plenary with a keynote speaker that engages attendees with the conference theme. Sessions are happening all day, possibly mobile tours, everyone enjoys lunch on their own, and the evening schedule invites attendees to receptions for alumni groups and publishers – a way to ease into the conference socially with friends and colleagues in smaller groups. Sleep well tonight! You're only 1/3 through!

### Second Day, Friday

Bright and early, the second day hosts the FWIG Annual Business Meeting & Breakfast, the GPEIG Annual Business Meeting & Breakfast, and the ACSP Annual Business Meeting & Breakfast. Sessions are happening again all day, everyone enjoys lunch on their own, possibly more mobile tours, but then Friday evening is the big conference reception hosted by the ACSP and traditionally at a fun venue with terrific food! Now you're 2/3 way through!

### Last Day, Saturday

One last bright and early morning, but this time for a celebration of ACSP's stellar faculty and student authors at a special award ceremony over breakfast. Pack in as many sessions as possible, a mobile tour, lunch on your own, and gather in the late afternoon for one last farewell until next year's conference. Take a deep breath, and way to go!

## CONFERENCE APP

The ACSP uses a conference app which allows you to view all sessions and special events as well as search for them by name, title, day, author or track. Contact discussants and colleagues. Customize your own conference schedule and get important updates by allowing notifications. ACSP provides additional instructions for searching so you get the most from this technology. Don't hesitate to ask for help!



# Pre, During & Post Conference

## RESEARCH THE CONFERENCE

### **Understand the Conference's theme and purpose.**

An important step is to understand the conference's central theme and purpose.

**Identify key sessions and speakers.** Review the conference agenda details. Including sessions, workshops, keynote speakers, and other special sessions. Choose speakers that align best with your interests and goals.

**Get to know the speakers.** Look into the background and expertise of the conference speakers and presenters.

**Check out Conference resources and materials.** Look for supplementary resources and materials provided by conference organizers. Search for similar resources and in the ACSP archives for last year's conference.

## SET GOALS AND OBJECTIVES

Setting goals is crucial in preparing for a conference as a first-time attendee. It helps you approach the conference with intention and purpose.

### **What do you hope to achieve from the conference?**

You should have clarity about why you are attending the conference and what you hope to gain from the experience.

### **Examples of straightforward goals:**

- 1 Meet five new people
- 2 Meet a distinguished faculty with the same research interest
- 3 Don't say "like, or um" during your presentation.
- 4 Make your goals Specific, Measurable, Achievable, Relevant and Time-bound (SMART). Set networking, learning and professional development goals.

## MANAGE CONFERENCE FATIGUE

It is normal to feel overwhelmed during the conference. A few strategies can help you navigate the overwhelming aspects of the events and create a comfortable and enjoyable experience for yourself.

**Allow for breaks and downtimes.** Conference days can be long and exhausting. Take breaks throughout the day to rest, recharge and reflect on what you've learned. Find a quiet corner or designated relaxation area to take a few moments for yourself.

**Avoid information overload.** Capture key points or keywords with insights. Prioritize what is relevant and worthy of being noted. Review your notes at the end of each day to reinforce learning and prevent information overload.

**Focus on quality over quantity!** Instead of attending as many sessions as possible, focus on quality experiences. Quality experiences often have a more lasting impact on your professional growth.

### **Processing/reflecting on knowledge**

At the end of each day or the conference, reflect on your experiences and what you've learned. Review your notes, identify key takeaways, and think about how to apply the knowledge gained.

**Prioritize self-care!** Conference attendees often neglect self-care during conferences. Prioritize your well-being by getting enough sleep, exercising, and getting involved in activities that help you relax.

## FOLLOWING UP AFTER

The post-conference phase is just as important as the conference itself. You need to solidify your learning, build on the connections you made, and continue to leverage the conference experience for your professional development.

**Review your notes and takeaways.** Organize your notes from the conference. Write down key insights and any additional thoughts or reflections.

**Make sure to follow up.** Reach out to the contacts you made during the conference. Send personalized follow-up emails or LinkedIn messages to express appreciation for the conversation and discuss a potential collaboration or further discussion.

**Stay connected with the conference community.** Keep up with the conference website and social media pages for updates. Continue networking by engaging with your new contacts through emails or LinkedIn messages.

# Connecting & Educating Year-round

## MENTORING OPPORTUNITIES

The annual conference is an amazing opportunity to seek and find mentors or become one! ACSP Student Representatives organize a peer mentoring program and “The Doctor is In!” which provides feedback on your vitae-in-progress. Faculty should connect with the ACSP Faculty Mentoring Committee whether seeking or committing to become a mentor.

## PLANNER PROFILES

### Highlighting and Getting to Know Our Members

The [Planner Profile spotlight page](#) showcases the achievements of our members to inform and inspire junior ACSP faculty and students. Take a look at faculty, current students and graduates of our member programs and the paths that brought them to where they are today.



Active Alum  
[Lida Aljabar](#)



Student Spotlight  
[Rakibul Ahasan](#)



Featured Faculty  
[Alfonso Morales](#)

## FACULTY WORKSHOPS

### Providing Career Guidance for Junior Faculty

Our Junior Faculty of Color Workshop and *Journal of Planning Education and Research* Writing Workshops for New Scholars guide new faculty and junior researchers on career development.

## RESUME AND CV BOOKS

### Hiring Our Members

Both the Faculty Women’s and the Planners of Color interest groups assemble vitae of their faculty and students on the job market. These are updated every year just prior to the conference and shared via the ACSP Tuesday eNewsletter.



## E-NEWSLETTERS EVERY TUESDAY

Watch your email inbox on Tuesday afternoons for your newsletter. If not already getting it, join ACSP or sign up for a free Guest Account to receive the weekly eNewsletter on Tuesday afternoons. Conference news, ACSP initiatives, bi-weekly job board updates and so much more are included.



## STUDENT PROFESSIONAL DEVELOPMENT SESSIONS

- Non-Academic Career Paths for Planning PhDs
- Preparing for the Academic Job Market
- Publishing in Planning Journals

## CONFERENCE RECEPTIONS TO MEET & GREET

Enjoy catching up with old friends and making new friends! The ACSP conference begins with smaller alumni and publisher receptions to allow attendees to connect in smaller groups before the larger all-conference Friday night reception.

## TWO BIG TIPS!

Always watch your weekly Tuesday eNewsletter for announcements. If you’re not getting the newsletter, join as a member, or create a free Guest account, or contact [membership@acsp.org](mailto:membership@acsp.org) for assistance.

Connect with ACSP social media – being connected is good for you and good for planning academia.



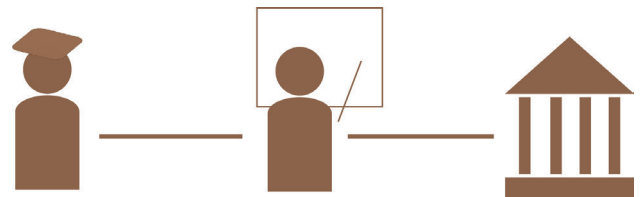


# Connecting Talent with Opportunity

ACSP is dedicated to forging employment connections between researchers, educators and students. By bringing these groups together as members of an inclusive association, we aim to help achieve an equitable path to employment in the field of planning scholarship.

## ACSP Career Center

Creating touch-points for  
employers and job seekers



[jobs.acsp.org](https://jobs.acsp.org)

### For Job Seekers

#### Browse Opportunities on our Job Board

- Faculty and students can browse listings on our job board to find positions that suit them, as well as see the variety of jobs available in the field.
- Customizable searches filter by key words and location to find jobs in your desired field and area.

#### Upload your Resume

- Job seekers should upload their resume to our resume bank to become visible to employers, bringing them directly to you.

#### Professional Development Workshops

- Starting with the 2023 conference, several professional development workshops and student-led career-based sessions are always on the conference agenda. Additional workshops are held over the summer and pre-conference: [www.acsp.org/page/ACSPEvents](https://www.acsp.org/page/ACSPEvents)

#### AICP Law and AICP Ethics Sessions

- ACSP is making a concerted effort to have an AICP Law and AICP Ethics session on the agenda as well for those needing to earn CM. In addition, every academic session (200+) is pre-approved for AICP CM.

#### Career Information Sessions

- Member schools host 60 minute informational sessions related to job openings. Look for the Career track in the conference app.



### For Employers

#### Post Your Opportunity on our Job Board

- Three pricing plans allow you to tailor your posting to reach your ideal audience. Member schools are entitled to discounts, please contact [membership@acsp.org](mailto:membership@acsp.org).

#### Explore our Resume Database

- Search for specific experience, skills and values through our search function to find the candidate that meets your needs.

#### Member School Opportunities

- Member schools may utilize available conference agenda space for 60 minute informational sessions related to job openings and future opportunities in their respective departments. Space is limited and on a first-come, first-served basis. Hosting a Career Information Session is a member-school only opportunity.