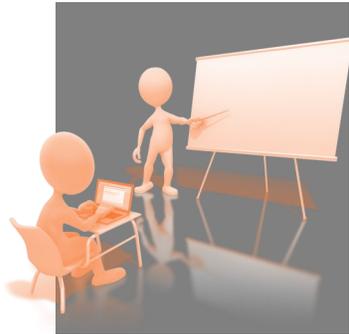


# WEEK 1 - APRIL 7 - 13

## The Step-by-Step Guide for Submitting GLACUHO Program Proposals



## Determine If You Should Present, Decide on a Topic & Consider a Co-Presenter Advice From A Top 10 Presenter

Whether a graduate student, entry-level or mid-level professional, or a Senior Housing Officer, everyone has knowledge to share. You by no means need to be an expert in any field in order to be a successful program presenter. When trying to decide if you should present at the upcoming conference, ask yourself the following questions:

Q: Do I have knowledge now that I wish I had earlier in my career and could share with other professionals that may be following in my shoes?

Q: Did I experience something that not others may experience but could benefit from hearing about?

Q: Have I, or has my institution been successful in an area that I've heard others tend to struggle?

Q: Am I passionate about a topic that I've spent a lot of time researching, developing, or practicing?

Q: At last years conference, did I feel like I spent more time providing additional examples and advice than learning new ideas?

Q: Could I help a newer professional develop their skills by assisting them as their co-presenter?

If you answered, YES! to any of the above, then you're ready to be a presenter - the next step is deciding on a topic..

### Decide on a Topic

The questions above will also help to guide you in deciding what to present on. It is important to ensure that what you have to say, is what other people want to hear. Your topic should be relevant to the profession and unique. If you've attending other presentations on your topic, you'll want to make sure you have new and innovative information to share, or that you pick something different so nothing is overdone.

While there is a plethora of topics to choose from, you may consider these 10 that last years conference attendees ranks as those they'd most like to learn more about:

- Diversity & Social Justice
- Faith & Spirituality (The Association's Contemporary Issue this year)
- Leadership Initiatives & Advising
- Professional Development
- Facilities, Construction & Renovation
- Emotional & Mental Health
- Apartment Housing
- Career Advancement & Planning
- Budgeting & Fiscal Planning
- Training & Development



**2013 Top 10 Presenter of Missing Students: Rethinking How We Look for Them, John Summerlot, has this advice about deciding on a topic:**

"Ask yourself two questions – first "What do I know or do that no one else knows or does?" and second "What do I know more about than everyone else seems to know?" Too many times folks make

proposals for the same topics and want to cover the same things. Be unique. Then in your proposal, focus on actual things (programs, events, relationships, experiences) that you have had actual success with and not just a collection of ideas that you haven't seen done. It's too easy to sit in a program and dismiss or even shoot down others "ideas" but it is hard to argue with success!"

### Consider a Co-Presenter

Keeping in mind the common phrase, "Two heads are better than one", you may want to consider having a co-presenter, or multiple co-presenters for your program.

Co-presenters:

- Provide multiple view points and accounts to be shared
- Allow you to bring in an expert in an area you're passionate about but maybe haven't fully researched
- Allows newer professionals to build their skills toolbox if working with a seasoned presenter
- Allows seasoned presenters to assist in developing new professionals
- Provides an opportunity for networking and benchmarking with different professionals and institutions

*John Summerlot is a Residence Manager at Indiana University Bloomington He received a Top 10 Program award in 2013 for the program "Missing Students: Rethinking How We Look for Them".*