WEEK 2 - APRIL 14 - 20

Review the Submission Form & Requirements - Advice from a Top 10 Presenter

This week, you and your co-presenter(s) should review the program submission form and the requirements for program submissions. It's a simple step that is often overlooked, but you don't want to plan your whole program, open up the submission form the week they are due, and find you've forgotten a major step in the process.

In the weeks to come the committee will provide resources about how to plan for each step of the submission form, but it is important to know before you start each planning process what they will be reviewing. This way you can plan accordingly and have the best chance of your program submission being selected for presentation at the annual conference.

Access the Submission Form

Visit http://www.glacuho.org/programs/form to access the program submission form—it's that easy!

Know Your Program Information

To submit a program, you'll need to know your: (see the submission form for specifics)

- Presenter Information
- Program title,
- Style
- Session type
- Limit for participants
- Whether the program is sponsored
- Target audience
- Target Institution type
- Topic Area
- Program Abstract
- Learning Outcomes
- Program Outline

What the Committee Will Be Looking For

Did you provide all the details requested?

Does the abstract contain sufficient details to describe the program?

Does the abstract reflect careful thought?

Does the description in the abstract match the proposed program?

Are the learning objectives clear, specific, and relevant to the abstract?

Are the learning objectives consistent with the needs of the target audience?

Do the learning objectives reflect current issues and/or innovative responses in residence life, housing, and/or student affairs?

Does the program outline contain sufficient detail to describe the program and it's content?

Does the program outline meet all the criteria as described in the abstract and learning outcomes?

Does thee outline contain more information than the proposed session time allows?

One of the 2013 Top 10 Presenter of *Living - In The American Dream,* Vicka Bell-Robinson, has this advice about reviewing the submission form in advance:

"It is important to review the submission requirements and follow the rules associated with it. You wouldn't want to have your awesome idea rejected because you didn't follow the rules. You may be fortunate enough to have a program reviewer who isn't paying attention to the rules, or you may have a reviewer who is a stickler for the rules. When I've reviewed programs in the past for NASPA, ACPA, and GLACUHO, I'm a stickler for the process and have graded wonderful proposals down because they didn't follow the rules

In terms of my personal planning, I think about what I want to cover and how long I'd like it to take me. I normally don't propose sessions that will take two hours because most participants don't want to commit to a session that long. I try to make sure that my blurb is clear, concise, and truthful. Participants hate feeling like the session misrepresented itself in the description. I think carefully about which topic area the session falls into and for what audience it would be most appropriate."

Vicka Bell-Robinson is the Associate Director of Residence Life at Miami University. She received a Top 10 Program award in 2013 for the program "Living-In the American Dream," co-presented by Yug Gill of DePauw University