

Proposal Writing 101 and Beyond

Education Session & Conference Chats

Wednesday January 18, 2022

Welcome!

- Greetings and Overview
- Proposal Writing Basics
 - Generating ideas
 - From idea to proposal concept to proposal: tips on creating the overall idea and proposal text and what to keep in mind
 - Panelists - how to recruit, whom to recruit?
 - Education Session - Conference Chat what's the difference?
- The Conference Proposal Form
- Breakout groups for brainstorming, Q&A, workshopping ideas
- Final thoughts & Timeline to the Conference



Education Sessions

- Presented during an Education block | 60mins long
- Something for everyone!
Beginner (novice), intermediate to advanced members
- Regional Updates or emerging trends in our field
- Recorded and Archived on our website for future access

Learning
outside the
office

#FamilyStyle



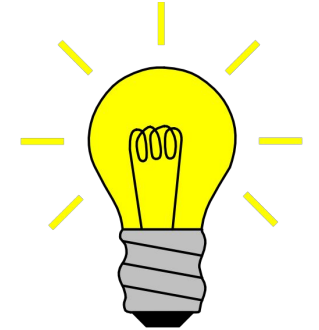
Chats

- A mini-Tedtalk, Presented during lunch time during the two days - 11mins long
- A personal or professional experience you wish to share
- NOT Recorded

Got an idea?

Initial thoughts

- Basics? Next Level?
- Breadth of topic - which audience(s)?
- Do you need to be an “expert”?

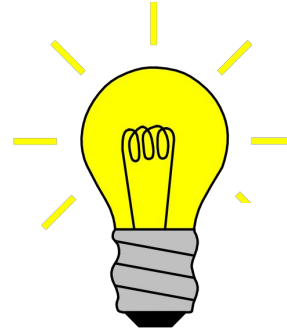


Brainstorm

- What has been a success at your institution?
- What question keeps popping up on FB, WeChat, other places?
- What do you want others to understand better about your region, institution, curriculum, students?
- What keeps you up at night? What is your institution/organization facing right now?

Conference 2023
Session Inspirations

Inspiration



Pre-Conference Institute: July 10-11

Conference: July 11-14

Counselor Bus Tour: July 14-21

- Advancement (i.e. professional or career)
- Advocacy
- Case Studies
- Connecting with Colleagues [#FamilyStyle]
- Data
- Innovation
- (Looking Toward) the Future
- Representation (i.e. diversity, inclusion, region specific)
- Road to Recovery (Post-COVID)
- Strategy
- Student Equity (i.e. access, affordability, resources)
- Sustainability
- Wellness

[Working session ideas Google Sheet](#)

www.internationalacac.org Resources
page

[Past conference sessions](#)

[Past Webinars](#)

Idea to proposal

Basics

- The proposal is 3-4 sentences!
- Envision the overall session
- Big idea - What is the member benefit? Why this session? What need is met? What will someone learn/gain? What and who may it impact?
- What format? Traditional panel, interactive, small group, activities
- The title of the session - attention grabbing & descriptive



Idea to proposal

Expand your idea

- ❑ How your topic links to the theme, mission, purpose of the organization and event.
- ❑ Benefit - what will the attendee gain and learn from the session?
- ❑ Ed Sessions - Using the 60 minutes well - what format and why?
- ❑ Takeaways? Possible follow-up?
- ❑ What voices? New perspectives, range of regions, viewpoints, institutions. Even a “core” topic can have new voices or a new approach.
- ❑ Think about members from all stages of their career. 101 or something meaty going beyond basic.



Keep in mind...

The proposal is high level - some specifics can be worked out later

Further input from your panel speakers once your session is selected

You will be able to update your session/chat description





Whom to invite to join the panel?

Voices – Representation from different regions, groups

Range - Different locations/institutions/perspectives/examples



Where to find panelists

- [Working Session Ideas Google Sheet](#) on internationalacac.org
- International ACAC Facebook, WeChat, Regional groups
- Search International ACAC membership directory
- Reach out to committees, Executive Board, use your networks
- Be bold! New voices!



CALL for EDUCATION SESSIONS

STEP ONE: Create an account (email address); create Password

STEP TWO: Use INVITATION CODE to access International ACACA Proposal Space

[Submit Your Session Proposal Here!](#)

Invitation Code: Panthers2023

CONFERENCE CHATS Proposals

Lunchtime feature chats on Wednesday and Thursday during the conference. We are seeking personal insight, inspirational and educational stories, visionary focused concepts, advocacy...the sky's the limit but within 11 minutes. We also invite members to propose a "Chat" inspired by their own published academic research, case studies, or articles.

Ready to get inspired? [Check out the Chats](#) from the 2019 Conference at Western University!

[Submit Your Chat Proposal Here!](#)

Password: Panthers2023

Proposal Contents

→ Session Title (required)

Session titles are critical! Many people make decisions about which session to attend based on the title alone. Please craft yours intentionally - the more concise, the better!

Session Information

→ Session Description (required)

Provide a brief description (3-4 sentences) for your session. This information will be included in the conference program.

→ Experience Level (at least one required)

Check all that apply:

- Beginner
- Intermediate
- Experienced

→ Target Audience (at least one required)

Check all that apply:

- Secondary (High School) & Individual
- Post-Secondary (College & University)
- Organization (For-Profit, Non-Profit, CBO)

→ Regional Focus (required)

Select the regional focus that best applies:

- All
- Africa, Sub-Saharan
- Canada & U.S.
- Caribbean, Central America & Mexico
- East Asia
- Europe
- Middle East & North Africa
- South America
- South & Central Asia
- Southeast Asia & Oceania

→ **Have you previously presented at an International ACAC Conference or Regional Institute?** (required)

- Yes
 No

Lead Presenter

As the session registrant (and presenter), you will be the primary contact person for this session proposal, and will receive all notifications from International ACAC.

You are responsible for sharing any communications with the additional presenters, and notifying International ACAC of any changes to your session information.

→ Your proposal must include 1 lead presenter.

 **ADD THE LEAD PRESENTER**

Additional Presenters

Each session must have at least three presenters, and can have up to five presenters. Note that as the registrant, you are considered Presenter #1.

Please provide the requested information below for the additional presenters on your session.

Note: If a presenter is not a member of International ACAC, be advised that they must first be approved for membership in order to participate on your session.

→ Your proposal must include at least 2 but not more than 4 additional presenters.

 **ADD AN ADDITIONAL PRESENTER**



Joining Breakout Rooms...

Breakout Room 1

It may take a few moments.



Session or Chat **TIMELINE**

SUMMER CONFERENCE 2023

Feb 15th

Deadline of Education
Sessions and Chat Proposals

APRIL - JUNE

WORK with your COMMITTEE to
develop your presentation (use
PPT, CANVA, etc) BE CREATIVE!

JULY

PRESENT at International ACAC
Conference

MARCH 15th

ANNOUNCEMENT
Educational Session and
Chats to all successful
panelists

JUNE (June 30)

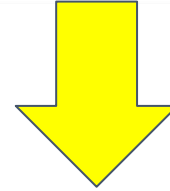
Send your presentations to
International ACAC



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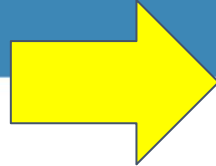
Application

2023 Committee Application

International Association for College Admission Counseling

Welcome to all from around the globe who share in the mission of the International Association for College Admission Counseling:

"To facilitate global interaction among counselors and institutions in support of secondary students transitioning to higher education while promoting professional standards that fosters ethical and social responsibility."



WHAT'S IN A NAME? THE IMPORTANT OF PROPER NAME PRONUNCIATION & A CRASH COURSE IN THREE LANGUAGES

Have you ever had that moment in admissions committee, or when taking class attendance for the first time, where you reach a name on the list and there is an awkward pause as you try to formulate the right way to say it? Have you, or any of your students, ever received unsolicited shortened nicknames? This session is for high school counselors and university representatives who work with diverse populations, and who are motivated to learn more about: world languages and international student mobility, the importance of saying a name correctly, tips and resources to help, and short crash courses in 3 widely spoken languages: Arabic, Mandarin Chinese, and Vietnamese.

Presenters:

- *Evangeline Amellal, International School of Paris*
- *Mike Fakih, The New School, Paris*
- *Ping Nguyenm, American Education Group*

BEYOND SDG4

The 17 Sustainable Development Goals (“SDGs”) are urgent calls for the joint effort from the globe to act for people, planet and prosperity. Beyond SDG4 – Quality Education – High Schools and Universities do not only strive to provide quality education, but we also nurture students in different aspects for an SDG-mind set. Institutions from different parts of the world on earth at different educational levels are speaking up as panellists to elaborate on various strategies to enhance its effort on SDGs and educational elements to develop students’ intention and strengthen their determination to act for the most pressing issues.

Presenters:

- *Sven Clarke, The University of British Columbia*
- *Raluca Pasare, The University of Manchester*
- *Kennis Tam, The Hong Kong University of Science and Technology*