PROPOSAL GUIDELINES

The American Association of Community Colleges is pleased to offer its Call for Proposals for the 2016 Annual Convention. All proposals must be submitted by 5:00 p.m. (ET) on November 23, 2015.

“Our Camelot Moment: A New Day for Community Colleges” is the theme of the 2016 Annual Convention. The convention will feature a number of sessions, unlimited networking opportunities, and a world-class Innovation Pavilion.

AACC is seeking proposals that reflect the best thinking in the field informed by outcomes that demonstrate success. Proposals must directly relate to one of the seven convention tracks.

In order to submit a proposal for consideration for inclusion in the 2016 Annual Convention Program, submitter must:

- Be a member of AACC. Not sure if you’re a member? Please contact our member services associate to inquire at (202) 728-0200 x 236. If the submitting organization is not a member, the proposal will not be placed in the queue for consideration. A member number will be required as validation for each proposal submission.
- Register for the convention if the proposal is accepted. Submission of the proposal constitutes that the presenter(s) will register if the proposal is accepted.

American Association of Community Colleges – 2016 Convention Tracks

The 2016 Annual Convention will focus on seven tracks. Tracks are a part of the association’s 21st-Century Initiative or The Next Big Things. The selection of these tracks supports the continued advancement of improving student access, success and completion.

- Structured Pathways.
- College Readiness.
- Creating and Sustaining a High-Performance Culture in the Community College.
- Institutional Transformation.
- Developmental Education Redesign.
- Leadership Development.
- Industry and Workforce Competency.

Diversity, inclusion, and equity are themes that should be embedded into the culture of an institution, and as such are a part of each convention track listed.
Preparing Your Proposal

DO NOT begin completing the proposal submission process until you have collected all pertinent data. All fields within the form are “forced” fields meaning that you will not be able to move forward to the next field until you have completed the field that you are working on.

A proposal should not include the names of co-presenters who have not been notified of the submission. AACC will not notify co-presenters of a proposal being submitted or accepted. Only the main contact on the proposal submission will receive a notification from AACC. It is the responsibility of the proposal submitter to contact each proposed co-presenter to ask his/her permission to be included in the proposal submission.

Convention Track
Each proposal must directly tie to one of the seven convention tracks. Multiple tracks cannot be selected.

Session Title
A proposal must have a short, specific presentation title that indicates the nature of the presentation and should be no more than 10 to 15 words. Catchy titles to attract attendees are encouraged as long as they clearly define the content of the forum session.

Session Description
What is your session about? The session description will be included in the program booklet, so it should be snappy and relevant to the convention theme and track. AACC reserves the right to edit titles and descriptions. Please limit response to 100 words.

How is the Session Relevant to Current Trends and Issues Facing Community Colleges?
Why should this proposal be accepted for the AACC convention agenda? How is it relevant to the sector? Is the proposal providing a solution to some well-known problem? Please limit response to 100 words.

Learning Outcomes
The proposal submission should list at least three things that convention attendees will learn if they opt to attend the proposed session.

How Do You Plan to Engage the Audience?
How will participants be engaged in the session? Describe any tools or strategies that will be used (e.g., polls, think-pair-share, break for questions, etc.).
Supporting Information
Please indicate if data will be shared, if the proposal has clearly defined metrics, and if the proposal has performance improvement strategies for ongoing continuous improvement.

Session Main Contact and Panelists
All individuals listed within this session will be panelists on the program. The main contact should be the panelist responsible for coordinating all aspects of the session, including communicating with the other panelists.

Sessions can have a maximum of four presenters – NO EXCEPTIONS. Insert the first name, last name, e-mail addresses, and indicate if they are the main contact or a supporting presenter. There can be ONLY ONE main contact. Complete contact information is required for all workshop leaders.

AV Needs
Audio visual is one of the most expensive investments that AACC makes. There are a limited number of rooms with Internet connectivity, DVD players, and sound available. In order to be scheduled for one of these rooms, it is important that the proposal submitter make AV requests at the time of the proposal submission.

If additional AV is required, presenters will have to cover this at their own expense, including Internet or other video needs.

Laptops ARE NOT provided. Presenters should plan to bring their own. If the presenter does not have a laptop, one can be rented by the onsite AV provider.

Main Contact Responsibilities
The main contact for the session is responsible for the following:

- Identifying all co-presenters and seeking their permission to include them on the proposal submission before completing the AACC process.
- Meeting all established deadlines to make corrections to presenter names and titles.
- Uploading of all handouts and PowerPoint presentations to the identified association website for availability to attendees after the convention.
- Ordering and paying for any AV from the association-approved AV provider (if required).