



MOH-KINS-TSIS 2019 CONFERENCE PROGRAM SUBMISSION

PLANNING TEMPLATE

*TAKE NOTE: This template is for planning purposes only.
You should submit your proposal online by the Call for Proposals deadline date of
Friday, January 11, 2019.*

Please email events@cacuss.ca should you have additional questions

Please use this document as a guide to prepare your proposal. The fields on the online submission form correspond with the information below.

TIP: If you are submitting a Big Ideas: Powered by PechaKucha presentation, look for the asterisk in the submission form “*” noting questions not applicable for this session format.

I. General Information

You will be asked to include your name, title, and institution/organization and contact details for yourself and any additional presenters. (Big Ideas presentations only have one presenter.) If you are the one submitting the form, you become “Primary Presenter” and all correspondence/communication from conference organizers will solely come to you. It then becomes your responsibility to communicate with any of your co-presenters!

If your program is selected, you will be asked to confirm your participating via a similar form, which may at that time ask you for further information required by the planning committee.

Note: You will receive your scheduled presentation time and day in late March 2019.

II. Format (choose one)

TIP: Please read the difference in the type of sessions and choose the one that will best convey the content you wish to present. Proposals can only be submitted in one format; duplicate proposals submitted in multiple formats will not be considered.

- 45-Minute Concurrent Session
- 60-Minute Concurrent Session
- Two consecutive 60-minute Concurrent Sessions
- Poster Presentation
- Big Ideas: Powered By PechaKucha

You will also be asked to indicate the titles of any other session(s) your submission might be connected or linked to, which language(s) you are most comfortable presenting in, and some details about your primary presenter and/or proposal including your session type:

- Arts-Based Session
- Campfire Session
- Debate
- Demonstration
- Expert Lecture
- Panel
- Research Presentations
- Roundtable Discussion
- Sounding Board
- Storytelling
- Workshop
- Alternative Session Type
- Big Ideas

III. Submission Title

TIP: We recommend a title that is evocative, but it should succinctly convey the content and topic you will be presenting. Submissions do not receive credit for containing the conference theme.

IV. Program Abstract

Please provide an abstract of your proposed program (maximum 100 words). This abstract will be used as the session description on the website and in conference materials.

TIP: Remember, this is the description that conference attendees will read to decide whether or not to attend your session. It needs to be enticing, but also very clear of what you will be discussing. We recommend you leave institution names out of the abstract.

V. The content of this presentation will be delivered at the following Student Affairs and Services Competency levels

TIP: Think about the depth of the content you will present

- Core
- Intermediate
- Advanced

VI. Which of the following subject or *Community of Practice* areas, best describes the content/scope of your proposal? Please choose a maximum of two.

- Accessibility and Inclusion

- Academic Learning
- Campus Mental Health
- College Perspective
- Community Engaged Learning
- Co-Curricular Record
- Current and Future Issues in Student Affairs & Services
- Digital Communications
- Equity Seeking/Racialized Perspectives
- Graduate and Second Entry Students
- Health & Wellness
- Indigenous Perspectives
- Internationalization
- Leadership Educators
- Orientation, Transition, Retention
- Research, Assessment, Evaluation
- Spirituality and Religious Pluralism
- Student Advising
- Student Case Management
- Student Conduct
- Student Counselling
- Student Peer Support Programs
- Students with Family Responsibilities

VII. Which of the following competencies for Student Affairs and Services (SAS) professionals in Canada, best describes the content/scope of your proposal? Please choose a maximum of two.

TIP: For further information about the Competency Model, please visit

https://www.cacuss.ca/Student_Affairs_and_Services_Competency_Model.html

- Communication
- Emotional and interpersonal Intelligence
- Equity, diversity and inclusion
- Indigenous cultural awareness
- Intercultural fluency
- Leadership, management and administration
- Post-secondary acumen
- Strategic planning, research and assessment
- Student advising, support and advocacy
- Student learning and development
- Technology and digital engagement

Would you like your presentation to be considered for one of our streams? If so, please choose which stream

TIP: For further information about the streams featured in 2019, [please click here.](#)

VIII. Program Description

TIP: You may wish to refer to the [Program Review Rubric](#) for how your proposal will be evaluated and note that Big Ideas/Campfire and Storytelling sessions are not evaluated in the evidence category as the other session types.

Provide a detailed summary of your proposed conference program with particular attention to the following criteria: (max 400 words)

- Delivery
- Evidence
- Ideas
- Learning Outcomes
- Competencies

IX. Learning Outcomes & Competencies

TIP: You may wish to refer to this [guide on developing Learning Outcomes](#).

Please identify the outcomes you plan to address and identify any key theories, research and/or concepts that you will feature during your program.

X. Program Format (only for 45, 60 and 120-minute sessions)

TIP: This section helps you think about HOW your material/content will be presented. All presentations at CACUSS are expected to be as universally accessible as possible. Please refer to [Minimum Expectations of Conference Presenters](#). A detailed accessibility standards document will be shared with all successful submissions in spring 2019.

Briefly describe how you will present your material (e.g. introduction of key material followed by facilitated discussion, moderated panel presentation, lecture followed by Q& A etc.):

Please note: If your proposal is accepted for the CACUSS conference, you will be given an opportunity to update the Program Abstract based on the feedback you receive from the review or make any relevant changes to additional presenter information prior to the publication of the online program guide.