



## SEA CHANGE 2018 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 12, 2018.*

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 '\*' noting questions not applicable for this session format.

#### I. General Information

You will be asked to include your name, title, 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 "Author 1" 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 2018.

#### 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.

- 30-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 (also known as 'Author 1') 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

### **III. 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.

### **IV. Submission Title**

**TIP:** We recommend a title that is evocative, but it should succinctly convey the content and topic you will be presenting.

### **V. This presentation is intended for**

**TIP:** Think about the content you will present and who it is most relevant/directed towards.

- Anyone. It provides a broad range of information that would be of interest to a general audience
- New and emerging professionals with fewer than 5 years of experience and expertise in the subject area
- Professionals with 5-10 years of expertise and experience in the subject area
- Senior or director-level staff/faculty

### **VI. Which of the following subject areas, best describes the content/scope of your proposal? Please choose up to three.**

- Admissions
- Indigenous and Aboriginal

- Accessibility, equity and inclusion
- Critical Discourse
- Academic Learning
- Academic Policy & Governance
- College Perspective
- Community Engaged Learning
- Co-Curricular Record
- Convocation
- Curriculum Management, Calendar
- Data & Analytics
- Electronic Transcripts
- Examinations & Invigilation Management
- Marketing & Communications
- Graduate and Second Entry Students
- Student Advising
- Internationalization
- Leadership and Human Resources
- Orientation, Transition, Retention
- Project Management
- Student Counselling
- Research, Assessment, Evaluation
- Scheduling and Space Utilization
- Spirituality and Religious Pluralism
- Student Conduct
- Student Records
- Student Recruitment
- Health & Wellness
- Non-academic student programming
- Strategic Enrolment Management (SEM)
- Current issues in Student Affairs & Services
- Innovation & Technology
- Future of Student Affairs & Services

**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](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

Which area of registrarial practice best aligns with the content/scope of your proposal? Please choose a maximum of two.

- Admissions & Transfer Credit
- Scholarships & Awards
- Financial Assistance
- Graduate Studies
- Student Recruitment
- One Stop Client Services
- Student Records
- Systems & Operations Support
- Scheduling & Examinations
- Curriculum & Calendar
- Convocation
- Systems

## VIII. Program Description

**TIP:** You may wish to refer to the [Program Review Rubric](#) for how your proposal will be evaluated.

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

- Relevancy and significance
- Innovation or evidence-based approach
- Clarity of Content
- Theoretical Foundation
- Organized to Fit Session format

## 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 30, 60 and 120-minute sessions)

**TIP:** This section helps you think about HOW your material/content will be presented.

- a) 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.):
- b) Please indicate your room set-up preferences (theatre style or round tables)

**c) Do you plan to incorporate any measures to increase the accessibility of your presentation?**

**TIP:** You may wish to refer to this [guide on creating accessible presentations](#).

Although successful proposals will receive feedback on how their slides can maximize their accessibility, the program reviewer would welcome information from potential presenters on measures they intend to take to maximize inclusivity.

As part of the organization's ongoing efforts towards accessibility and inclusivity and due to conference technology requirements, all presentations must be received in advance of the conference on Monday, June 4 2018. Presenters will **NOT** be able to display presentation materials from their personal computers. More information on presenter technology requirements will be shared with successful program applicants.

*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.*