

2024 Innovations Conference Proposal Guidelines

Before beginning the proposal submission process, (1) make sure every proposed presenter has a League account, (2) read the information below, and (3) download the Proposal Submission Instructions at www.league.org/node/569535.

ALL presenters are required to have a League account in order to be included on a proposal. See www.league.org/user/login?destination=home to create an account.

Key Presenter

The Key Presenter is the principal contact and is responsible for coordinating all correspondence among co-presenters and the League as well as managing and facilitating the presentation. **The individual who submits a proposal to present is automatically designated as the Key Presenter and will receive all correspondence regarding the proposal. This designation cannot be changed.**

Co-Presenters

The Key Presenter must add co-presenters to the proposal prior to submitting. In order to be included on a proposal, all co-presenters need a League account. Co-presenters who do not yet have a League account will need to create one. Up to three co-presenters may be added to each proposal (four-presenter maximum).

Session Types

Proposals may be submitted for one of the session types listed below. All sessions are one hour. The League reserves the right to change the session type of accepted proposals.

1. **Forums** are traditional breakout sessions that form the core of conference offerings. Presenters are expected to use active learning techniques to engage audiences; to provide materials, resources, and/or links to online content*; and to respond to follow-up requests for more information. Lecture-only presentations are strongly discouraged.

Forums are supported with **wired** high-speed Internet access, a video projector (with HDMI and VGA connectors) compatible with Windows and Mac platforms, a microphone, speakers, and a screen. Presenters who need a laptop/tablet or an adapter other than those mentioned above for their session(s) are required to bring their own. The League does not provide this equipment. (Presenters who need to rent equipment/adapters from the AV company will be charged a fee; availability is not guaranteed.)

2. **Roundtable Discussions** afford a personal and interactive setting for exploration of key issues related to a conference track with up to 10 participants. Roundtables are particularly well suited for exploratory topics and topics that require small group interchange. Roundtable presenters are expected to facilitate substantive discussions or small group activities and to provide materials/ resources.*

Roundtables cannot accommodate equipment other than a battery-operated laptop computer provided by the presenter(s). Roundtables do not have access to power outlets or an Internet connection.

3. **Poster Sessions** take the form of an exhibit and are delivered primarily through the use of graphs, diagrams, pictures, data, and narrative text on bulletin boards. Presenters must arrange for their own display materials in the 15 minutes prior to their session. During their assigned time periods, presenters informally discuss their presentations with participants by making brief remarks, sharing information, and answering questions about the presentation topic. Participants are free to move from one presentation to another during the Poster Session. Presenters are encouraged to provide materials/resources* for participants.

The conference will provide a table and two chairs for each accepted Poster Session. Poster Sessions do not have access to power outlets or an Internet connection.

**Session materials and resources will also be uploaded to the conference app. Instructions will be sent to selected presenters closer to the time of the conference.*

(continued on next page)

Conference Tracks

- Leadership and Organization
- Learning and Teaching
- Student Support and Development
- Workforce Preparation and Development

Session Title

Session titles may include **up to 10 words**. The title should catch the attention of conference participants while accurately reflecting the session topic. Titles should not include special characters (e.g., !) or all capitalized words (e.g., NOW) unless these elements are part of an official title or acronym.

Session Description

Session descriptions may include **up to 150 words**. The description is a succinct paragraph accurately informing participants about the session, and should follow these instructions:

- In full sentences, summarize the topic and session content; include the major points to be covered.
- Indicate employee groups that are the primary audience for this session (e.g., faculty; deans and directors; managers and supervisors; presidents).

Proposal Questions

The following information must be provided as part of the proposal submission process:

1. Does your proposed session have a direct, explicit connection to science, technology, engineering, and/or mathematics (STEM)?
2. Is the primary focus on your proposed session diversity, equity, inclusion/social justice? (Examples: a recognition program that applauds faculty who have completed training and developed a culturally inclusive and responsive curriculum; a research program that engages faculty and staff in using data to identify and close equity gaps).
3. Provide one to three learning outcomes for participants. Learning outcomes must indicate how participation in the session will increase, enhance, or otherwise impact participants' knowledge, skills, and/or perspectives related to the session topic.
4. Describe (a) the specific activities that will engage participants in learning during the session, and (b) how each learning activity contributes to achievement of the learning outcomes.
5. Describe the way(s) the subject of this session is innovative for your community college and/or for the community college field more generally.

The League reserves the right to edit proposed session titles and descriptions, change the session type of accepted proposals, place sessions in different tracks, and encourage joint presentations if multiple proposals are submitted on similar topics.