

Proposal Submission Guidelines

This year's conference theme, *Changing the Course*, will embrace innovative, forward-thinking ideas and resources that will allow you to proactively adapt to the changing landscape of career education and campus recruitment to help inspire action among key stakeholders.

Presentation Length

All workshop sessions will be scheduled in a 60-minute timeslot but we ask that you prepare a 40-45 minute presentation to leave some time for Q&A and ensure we stay on schedule.

We encourage you to consider innovative modes of delivery of content and information to delegates, for example, an interactive panel or roundtable discussion, 'hands-on' application of learning outcomes, a debate, etc.

Presentation Objective

The topic and material of your presentation must expand and enhance the body of knowledge surrounding career education, experiential learning, and talent acquisition/management as it relates to post-secondary school-to-career transition.

Presentations should not focus on 'selling' a particular product and/or service. If individuals or organizations are interested in promoting products/services, we encourage you to inquire about our Booth + Information Session Series, which is available as a sponsorship opportunity.

Audience

1. Career Educators: these are delegates who work within a career or co-op function at a recognized educational institution.
2. Employers: these are delegates who work with a recruitment/talent acquisition function at a company/organization that engages in student and new-graduate hiring.

Evaluation Criteria

All proposal submissions will be evaluated based on the criteria below:

1. Will the topic/material be suitable for the intended target audience?
2. Will the presentation align with the conference theme and/or does it address topics identified as 'areas of interest'/'hot topics' by CACEE members?
3. Will the presentation provide opportunities for interaction between attendees and presenter?

4. Will the presentation encourage discussion outside of the allotted time slot?
5. Overall, will the presentation provide key takeaways for the audience?

Presenter Responsibility

Presenters are required to assume responsibility for all costs associated with the presentation, including handout materials, travel, lodging, and related expenses. If you plan on attending any part of the conference outside of your workshop session, you must register to attend to the conference. As a registered charity and not-for-profit organization, CACEE does not financially compensate speakers, but we very much value the contribution presenters make to our profession, by generously donating their time and expertise.

Breakout Rooms

All breakout rooms will be set up in theatre style and will include a screen, projector and a speaker table with two chairs. **Presenters are required to bring their own laptop** and any additional materials (clicker, speakers, and handouts) that they may require.

Submission Deadline

All proposals must be submitted by **Wednesday, January 7, 2015** by **5:00pm (EST)**.

Submission Process

All proposals will be reviewed by the 2015 National Conference Programming Committee following the submission deadline and all presenters will be notified towards the end of January.

For questions about the Call for Proposals please contact Caitlin at caitlint@cacee.com.