

AACRAO 2025 | 111th ANNUAL MEETING

SAMPLE PROPOSAL FORM

Proposals are due by Monday, September 15 at 11:59 p.m. EDT (8:59 p.m. PDT). Please use the sample form to plan and organize your proposal. **Note that this document is for planning purposes only and will not be submitted to AACRAO.** You will need to [complete and submit the electronic version of the form](#). Direct questions to a member of the Program Committee or meetings@aacrao.org.

A login is required to enter the proposal submission portal. Use your AACRAO credentials to log in; if you do not have AACRAO credentials (or are not sure), contact membership@aacrao.org

PRESENTER INFORMATION

1. Primary Presenter:

- Name (First and Last)
- Position Title
- Institution/Organization
- Email Address

2. Co-Presenter(s): – *you may add up to six co-presenters*

- Name (First and Last)
- Job/Position Title
- Institution/Organization
- Email Address

**If a presenter is affiliated with an organization or company that provides products or services to AACRAO members, the session will be reviewed for potential classification as a 'corporate session.' Corporate sessions will be subject to fees payable by the organization or company.*

SESSION INFORMATION

3. Submission Title

4. Session Type (select one)

- Breakout Session
- Panel
- Roundtable
- Research Session
- Pre-Conference Workshop
- Corporate Presentation

5. Recording Preference

A limited number of in-person presentations for the Annual Meeting may be selected for recording and made available to a digital audience after the Annual Meeting. Please select your preference for your session being recorded.

- I am comfortable with my session being recorded
- I am not comfortable with my session being recorded

6. Program Description

Please provide a short description of your proposed session that is no more than 500 characters. Should your proposal be selected, this description will be used in the Annual Meeting marketing materials and conference program.

7. Review Description

Please use the space below to provide a more detailed description of your proposed session. This description will be used by the program committee and professional activities committee to evaluate your submission for inclusion in the program. Max number of characters: 2500

8. Group & Committee (select one Group and one Committee)

Please select the group and then the committee with which your session topic aligns most closely.

- Group I: Admissions and Enrollment Management
 - Admissions Policies and Practices Committee
 - Enrollment Management and Retention Committee
 - Financial Aid and Enrollment Services Committee
 - Recruitment and Marketing Committee
 - School College Relations Committee
 - Transfer and Articulation Committee
- Group II: International Education
 - International Admissions Committee
 - International Publication Advisory Committee
 - International Recruitment and Marketing Committee
 - Study Abroad Committee
- Group III: Records and Academic Services
 - Records and Services for Distinct Populations Committee
 - Registration and Academic Support Committee
 - Student Academic Records Committee
 - Prior Learning Assessment & Alternative Credit and Credentials Committee
 - Academic Progress Committee
 - Graduation Committee

- Group IV: Leadership and Management Development
 - Federal Compliance Committee
 - Mentor Services Committee
 - Professional and Staff Development Committee
 - State and Regional Relations Committee
- Group V: Access and Equity
 - Asian and Pacific Islander Caucus
 - Black Caucus
 - Community College Issues Committee
 - Graduate and Professional School Issues Committee
 - LatinX Caucus
 - Lesbian Gay Bisexual Transgender Questioning and Ally Caucus
 - Native American Caucus
 - Professional Access and Equity Committee
 - Small College Issues Committee
 - Student Access and Equity Committee
 - Women's Caucus
 - Young Professionals Caucus
- Group VI: Information Technology
 - Information Systems and Technology Committee
 - Institutional Research Committee
 - SPEEDE Committee
- Group VII: Workshops / AACRAO Office
 - Pre-Conference Workshop
 - Special Session (for AACRAO Office Only)*
 - AACRAO Office Session (for AACRAO Office Only)*
- Group X: Corporate Partners
 - Showcase Corporate Presentation
 - Corporate Presentation

Detailed information about the AACRAO groups and committees can be found on [the AACRAO website](#).

9. Core Competencies (select one):

Identify one Core Competency that will serve as the primary focus of your presentation. Detailed information about AACRAO Core Competencies can be found on [the AACRAO website](#)

- Change Management
- Collaborative Decision-Making
- Diversity and Inclusion
- Holistic and Systemic Thinking
- Interpretation and Application of Institutional and External Data
- Leadership and Management
- Problem Solving
- Professional Integrity
- Communication

- Technological Knowledge
- Professional Development and Contributions to the Field

10. Proficiencies (select one Proficiency type and one Proficiency)

Please identify one Profession-Specific Proficiency that will serve as the primary focus of your presentation. Detailed information about these Profession-Specific Core Proficiencies can be found on the AACRAO website <https://www.aacrao.org/resources/core-competencies/professional-proficiencies>.

- Admissions Proficiencies
 - Communications Plans
 - Emerging Technologies
 - Enrollment Goals
 - Market Analysis
 - Social Media Utilization
 - Speeches & Presentations
 - Staffing & Operations
- Enrollment Management Proficiencies
 - SEM Assessment
 - Enrollment Mix
 - SEM Leadership
 - Staffing Leadership
 - Enrollment Technology
- International Proficiencies
 - Assessing Prior International Education
 - Advising (International)
 - Government Compliance (International)
 - International Enrollment Management
 - Professional Development (International)
 - Recruitment (International)
 - Study Abroad
- Records & Academic Services Proficiencies
 - Academic Policy
 - Data Stewardship
 - Graduation & Events
 - Operations Management
 - Recordkeeping Compliance
 - Reporting & Research
 - Systems Management
- Transfer & Articulation Proficiencies
 - Articulation Agreements
 - Assessing Prior International Education
 - Evaluating Prior Learning
 - Inter-Collegiate Relationships

- Transfer Credit Evaluation
- Transfer Recruitment and Admissions

11. Learning Outcomes

Provide three (3) learning outcomes that the audience can expect to take away from this session. Use keywords (or short phrases) rather than narrative or descriptive text. Learning Outcomes are displayed in the searchable program for meeting attendees.

First Learning Outcome

Second Learning Outcome

Third Learning Outcome

12. Intended Audience

Select the audience you would like to target for your session. *If unsure or if you have multiple audiences, please select "General Audience / Intended for Everyone".*

- General Audience / Intended for Everyone
- New to the Profession
- Some Experience in the Profession
- Significant Experience in the Profession

13. Intended Institutional Audience

For what institutional type(s) is your presentation most applicable? Please select all that apply. *If unsure or if you have more than three audiences, please select "General Audience / Intended for All Institutions".*

- General Audience / Intended for All Institutions
- Community College / Two-Year Institutions
- Four-Year Institutions
- Graduate / Law Only
- Faith-Based Institutions
- Online-Only Institutions
- Military Serving Institutions
- Public Institutions
- Private Institutions
- Small Institutions (<8,000)
- Medium-sized Institutions (8,000-15,000)
- Large Institutions (>15,000)

SESSION LOGISTICS PREFERENCES

14. Length of Session Preference

Note: A limited number of 75-minute session slots are available; most breakout sessions will be assigned a 50-minute timeslot, even if a 75-minute preference is selected. **If you select a 75-minute preference, it is recommended that you prepare a 50-minute version of your presentation in case a 75-minute timeslot is not available.**

- 50 Minutes
- 75 Minutes
- Workshop - 1/2 day
- Workshop - 1 Full Day
- Workshop - 2 Full Days

15. Additional AV Equipment Request

The standard audiovisual setup for each session room includes an LCD projector, Windows-based PC, screen, podium microphone, and microphone for questions from the audience. **To ensure smooth delivery of your PPT slides, please do not plan to use your own laptop for your presentation.**

Wireless Lavalier microphones impose a significant cost to AACRAO. They are limited to those who require an accommodation. *Requesting a wireless microphone does not guarantee one will be provided.* Panel presenters may need to share table microphones.

- No additional AV
- Table microphone for panel discussions requested
- Wireless lavalier microphone (only available for those who need an accommodation) required

INTERNET ACCESS INFORMATION & ACKNOWLEDGEMENTS

Due to the prohibitive costs of internet broadband:

- "Hard Line" internet is not available in breakout session rooms.
- A backup activity for live polls relying on Wi-Fi is recommended
- "Zooming" co-presenters "in" will not be allowed
- Streaming of videos will not be allowed; videos must be embedded
- You will be required to upload your presentation to our AV Team at least three weeks prior to the Annual Meeting. Onsite support for testing your slides on the provided equipment will be available in a Speaker Ready Room.

Relying on meeting room Wi-Fi to deliver any part of your presentation is discouraged.

16. Internet Acknowledgements

- Internet Acknowledgement 1: I understand hard-line internet will not be provided for my session and that WiFi can be unreliable in meeting rooms. As such, if I run a live poll in my session and it freezes, I will have a backup activity also planned.
- Internet Acknowledgement 2: I understand I cannot "Zoom in" or include virtual presenters in my presentation.

- Internet Acknowledgement 3 I understand I cannot stream video or content; all video must be embedded from a file I will provide to the AV company as an .mp4 file at least three weeks prior to my presentation.

MICROPHONE AGREEMENT

17. Microphone Agreement

Your audience has both visible and invisible identities and accessibility needs. ALL (not just hearing-impaired) attendees deeply appreciate sound amplification during your presentation and during Q&A. **Assuming people can hear you “because you have a loud voice” and refusing to use a microphone is inappropriate.**

Presenters at the Annual Meeting are required to follow these best practices:

- Use a provided microphone at all times while speaking, even if the number of attendees in the room is small. Hearing-impaired attendees deeply appreciate sound amplification from all presenters at all times.
- Insist that all questions from the audience are amplified with a microphone, even if the number of attendees in the room is small.
- Wait to answer a question until it is asked with a microphone, even if it means asking the question-asker to repeat the question.

- I agree to use a microphone at all times during my presentation

COMMENTS

18. Please share any additional comments you feel the Program Committee and session reviewers should know or understand about your session proposal.