

How to Submit a Session Proposal for the AACRAO 112th Annual Meeting

#AACRAO2027

American Association of Collegiate Registrars and Admissions Officers

INTRODUCTIONS



Portia LaMarr

2027 Annual Meeting Program Committee Chair

Sasha Suzuki

2027 Annual Meeting Program Committee Vice-Chair

Becky Fowkes

Director, Meetings & Events, AACRAO

GOALS OF TODAY'S WEBINAR



- **Peek under the hood of the session submission process**
- **Provide resources to help with the submission process**
- **Share information on what happens after you submit a session**
- **Dispel common myths about session submission**
- **Answer questions you may have**

112th ANNUAL MEETING



- Long Beach Convention Center, Long Beach, California
- April 4th - 7th, 2027
- Pre-Conference Workshops on Sat (4/3) and Sun (4/4)

TYPES OF PROPOSALS

- **Breakout Sessions**
- **Panels**
- **Roundtables**
- **Pre-conference Workshops**
- **Corporate Sessions**

WHAT'S NEEDED TO SUBMIT A SESSION



- Session Title
- Session Description
- Presenter(s) and School Affiliation(s)
- AACRAO Group/Committee
- Core Competencies
- Special Topics (optional)
- Three (3) Learning Outcomes
- Intended Audience / Intended Institutional Audience

LIFECYCLE OF A SUBMISSION PROPOSAL



- **Session proposal open - *now through September 15, 2026***
 - **During this time, you can submit your session ideas**
- **Professional Activity Committees (PACs) review submitted sessions; may suggest edits**
- **Program Coordinators gather PAC leadership to review and recommend sessions for ranking; may suggest merging sessions with similar topics**
- **Program Coordinators finalize accepted sessions, alternates, not selected**
- **Notifications go out to session submitters; alternates are slotted as sessions change - *week of November 2, 2026***

2026 ANNUAL MEETING: SURVEY RESPONSES



What content areas or topics would you like to see at future events?

- Anything community college related
- More about using data in practice/case studies
- How to deal with burnout
- Automation & AI in higher education
- NCAA
- How do we keep students safe from economic harm?
- More sessions on supporting veteran/military-connected students
- More content areas focused on admissions and international students
- More commencement related sessions
- Demographic challenges for the future of Higher Ed (fewer workers, fewer students, etc)

- Online forms
- FA/Registrar relationship
- Micro-credentialing
- Small college issues
- More on medical schools/clinical registrars
- Compliance
- Creating positive work environments
- CRM development
- More about automation and efficiency of processing
- Residency verification
- Course & classroom scheduling issues
- Non-traditional student population topics
- More degree audit and degree planner sessions

WHAT'S WRONG WITH THIS SUBMISSION?



Session Title: The Case Against Thinking Outside the Box: Defending Tradition in Registrar and Admissions Work

Description:

This session makes the case for sticking with what works. Based on a review of procedural documents from 1987–2003, it argues that innovation often creates risk, disrupts workflows, and leads to unpredictable results. Attendees will explore a 12-point framework for strengthening existing systems, with a focus on form standardization, strict deadlines, and the enduring value of carbon copy forms.

Learning Outcomes:

- Recognize three risks of creative problem-solving in registrar settings
- Understand the history of “box-based” thinking in academic operations
- Apply a conservative decision-making model to admissions scenarios

Format: Lecture only (no Q&A)

Audience: Mid-level administrators who value consistency, structure, and procedural clarity

Tech Needs: Overhead projector (transparencies provided), one wired mic + backup

Presenter: Me- that's all you need- myemail@institution.edu

Note: Bring your 1994 FERPA compliance manual for reference.

IDEAS TO MAXIMIZE EFFECTIVENESS



- **Make It Practical**
- **Share Different Voices**
- **Include All Types of Schools**
- **Back It Up With Data**
- **Stay Current:** Don't forget perennial topics that are important
- **Use Data When It Helps**
- **Build in interaction**

COMMON “MYTHS”

- “I need to be an expert on my chosen topic.”
- “It is challenging to fill out the form.”
 - Core Competencies and Learning Outcomes
- “I would like to present with a colleague who isn’t an AACRAO member.”
- “I shouldn’t submit a proposal unless I have guaranteed funding.”
- “My session proposal wasn’t selected last year, so my session proposal won’t be selected again.”
- “The same people always get chosen.”

FAQs

What should I do if. . .

1. . . . I'm not sure which Group and Committee to select on my proposal?
2. . . . I'm not sure who my co-presenters are going to be/I can't find a co-presenter?
3. . . . A corporate presenter or company approaches me about submitting a proposal with them?
4. . . . I'm not sure if I'm going to secure funding from my institution?
5. . . . I can't log in to submit my proposal?
6. . . . My co-presenter(s) have to withdraw?

QUESTIONS?



Portia LaMarr

Chair, Annual Meeting Program Committee

lamarr.19@osu.edu

Sasha Suzuki

Vice Chair, Annual Meeting Program Committee

sasha.suzuki@utah.edu

Becky Fowkes

Director, Meetings & Events, AACRAO

fowkesb@aacrao.org