## **NOTE: I suggest referencing the 2022 ASCA Annual Conference Proposal Example document before moving forward. Well written proposals that follow provided guidance are better received.**

## **STEP 1: Primary Presenter Information:**

* First Name\*
* Last Name\*
* Title\* (i.e. School Counselor)
* Organization\* (i.e. School/District, Company, etc.)
* Address 1\*
* Address 2
* City\*
* State\*
* Zip Code(
* Country\*
* Phone Number\*
* E-mail\*
* Presenter Qualifications\* (150 word max) *Provide an introduction for each presenter. Using the 3rd person, describe current position(s) of presenter(s), length of time held, previous positions that were significant, and any important publications you or your co-presenters may have.*
* Presenter Resume (1 page max)\*

## **STEP 2: Add Any Co-Presenters**

***Complete the below information for any Co-presenters***

* First Name\*
* Last Name\*
* Title\* (i.e. School Counselor)
* Organization\* (i.e. School/District, Company, etc.)
* Address 1\*
* Address 2
* City\*
* State\*
* Zip Code(
* Country\*
* Phone Number\*
* E-mail\*
* Presenter Qualifications\* (150 word max) *Provide an introduction for each presenter. Using the 3rd person, describe current position(s) of presenter(s), length of time held, previous positions that were significant, and any important publications you or your co-presenters may have.*
* Presenter Resume (1 page max)\*

## **STEP 3: Session Information:**

**Title of Session:** (*Maximum of 60 characters)*

**Session summary for publication in conference program** *(maximum of 800 characters*)

**Participant learning outcomes:** List 2-4 intended outcomes that describe what participants will know, be able to do, and how they might apply the knowledge as a result of attending the session. *(Maximum of 800 characters, bullet or number)*

\*\*\*Note: 20 minute Express Learning Sessions can have only 1 learning objective.

After attending this session you should be able to:

**Session Process:** *(Maximum of 800 characters)*

Provide the session agenda and design. Address:

* + Time: How much time for each part of your presentation?
  + Content: What content will be addressed and when?
  + Process: How will participants experience the content?

**Presentation Type** *(Select one)*

* + Express Learning (20 minutes)—Talks that explore a single idea and illustrate practical tips through storytelling, infographics, videos, or short presentations
  + Breakout session (1 hour)

**Category** *(Select one)*

* + Academic achievement
  + Advocacy
  + Program Assessment
  + Collaboration
  + Post-secondary Readiness
  + Instruction
  + Data
  + Student and Professional Standards
  + Program Delivery
  + Diversity, Equity & inclusion
  + Evidence-based Practice
  + Leadership
  + Legal & Ethical
  + Program Management
  + Mental Health
  + School Climate
  + Social/Emotional
  + Systemic Change
  + Special needs/Special Populations
  + Technology
  + Transitions
  + Trauma/Crisis

**Key words**

**Presentation style** *(Select one)*

* + Lecture
  + Panel
  + Discussion
  + Experiential

**Level** *(Select one)*

* + Beginner
  + Intermediate
  + Advanced
  + All Levels

**Anticipated Audience** *(Select one)*

* + All Counselors
  + Elementary
  + Elementary and Middle
  + Middle
  + Middle and High School
  + High School
  + School Counselor Educators
  + District directors
  + Graduate students
  + Other

**School Counselor Competencies** *(Select up to three referencing the ASCA School Counselor Professional Standards & Competencies document:* [*https://www.schoolcounselor.org/getmedia/a8d59c2c-51de-4ec3-a565-a3235f3b93c3/SC-Competencies.pdf*](https://www.schoolcounselor.org/getmedia/a8d59c2c-51de-4ec3-a565-a3235f3b93c3/SC-Competencies.pdf)

* M1
* M2
* M3
* M4
* M5
* M6
* M7
* M8
* B-PF1
* B-PF2
* B-PF3
* B-PF4
* B-PF5
* B-PF6
* B-PF7
* B-PF8
* B-PF9
* B-SS1
* B-SS2
* B-SS3
* B-SS4
* B-SS5
* B-SS6
* B-PA1
* B-PA2
* B-PA3
* B-PA4
* B-PA5
* B-PA6
* B-PA7
* B-PA8
* B-PA9

**Guidelines for Submitting a Program Proposal**

* Deadline: Submitted by **August 29, 2021 at 11:59 PM Eastern**.
* An individual may not submit or appear on more than TWO proposals, either as lead contact presenter or as co-presenter.
* Presenter(s) must be able to attend the ASCA Annual Conference ***in person*** in Austin, Texas and be available to present on any of the following days: July 9-12, 2022.
* All presenters are required to register for the ASCA Annual Conference. ASCA offers a reduced fee for presenters. Presenters are responsible for all expenses including, but not limited to, travel, lodging, and transportation.
* If this proposal is accepted, you will be responsible for notifying co-presenters regarding the status of the proposal and the date, time and location of the presentation.
* Presenters encouraging the solicitation of materials or services will not be accepted. Presenters who wish to sell materials must purchase exhibit space and confine promotional efforts to the exhibit area.
* ASCA will provide speakers with a podium microphone, LCD projector, screen and sound. If your presentation requires equipment other than the aforementioned, you must provide it at you own expense.
* Sessions will be evaluated on: anticipated interest; alignment with the ASCA National Model®; high quality, well-written summaries, learning objectives and processes; and practical application of material.
* ASCA reserves the right to NOT accept a program from any company it deems inappropriate or at cross purposes to the association's mission. Additionally, ASCA reserves the right to interrupt any session in progress that is deemed objectionable and/or inappropriate.
* Presenter guarantees all of the materials to be presented in this presentation are either original, licensed or used with permission.
* At the minimum, presenters are required to submit a PDF of their PowerPoint presentation. If a PowerPoint is not being presented, presenters must submit a PDF of any handouts or materials being discussed or presented during the presentation.

## **STEP 4: Review & Save**

*To submit your proposal, click SAVE. You’ll then be directed back to your dashboard. Press “Submit” under the Session Information to submit your session for consideration.* ***Your submission will NOT be official until you do this and click on the SUBMIT button.*** *Once you submit your session you should receive a confirmation email.*

## **STEP 5: CLICK SUBMIT!!!**

*Press “Submit” under the Session Information to submit your session for consideration.* ***Your submission will NOT be official until you do this and click on the SUBMIT button.*** *Once you submit your session you should receive a confirmation email. Should you have any questions, please email Jen Walsh at* [*jwalsh@schoolcounselor.org*](mailto:jwalsh@schoolcounselor.org)