



NACUBO invites you to submit your content ideas for the NACUBO 2020 Annual Meeting occurring July 11–14, at the Gaylord National Harbor just outside of Washington, DC. Highest consideration will be given to proposal content that aligns with the conference theme, “Envisioning Tomorrow’s Higher Education Landscape.”

The submission deadline is Friday, November 1, at 5 pm Eastern Standard Time. Submitters will be notified about decisions by Tuesday, January 21, 2020.

NACUBO encourages proposals that showcase future trends, offer unique ideas, share interesting stories, celebrate diversity and inclusion, and accelerate innovation. We ask you to think broadly and boldly about the future of higher education.

Examine the material below to consider how your session sheds light on the complex challenges facing higher education today and beyond:

Call for Presentations



The call will open September 18, 2019.

Important Dates

September 18, 2019
Call Opens

November 1, 2019
Call Closes

January 21, 2020
Primary Contact Notified

April 15, 2020
Schedule Posted

July 11-14, 2020
Conference Dates

CONTACT

Altovise (Al) Davis
Manager, Program Development
202.861.2586
Email

Tomorrow’s Higher Education Sector

Today’s economic and political climate demand innovative strategies as leaders advocate for higher education’s value, justify its price, and pursue optimal access and affordability for students. With news headlines citing admission scandals, immigration uncertainties, and market volatility, examining effective solutions from within, as well as from outside the higher education sector, is critical to forecast the future.

Tomorrow’s Workplace

The future of work is reshaping the value proposition that higher learning offers to students, employers, communities, and society. In an age of artificial intelligence and dynamic career possibilities, how will institutions adapt as employers change? What will future employers expect from college graduates?

Tomorrow’s Students

Business officers make decisions every day that influence the ability of students to reach their academic and career goals. How will business practices evolve to serve future generations of students and ensure access, affordability, and success?

Tomorrow’s Leaders

Business officers act as both stewards of resources and institutional change agents. How can we equip and empower campus leaders to make prudent, strategic decisions to positively shape the next decade and beyond?

Tomorrow’s Institutions

Business operations on campus are often challenged by federal and state policy, technology, or cultural transformation. How do business officers address today’s operational challenges and “future-proof” their institutions and their economic models?

Call for Presentations

Submission User Guide

Before starting the submission process, please note that the following information is required for a submission to be considered **Complete** by the system.

For Speakers:

- ✓ First Name, Last Name
- ✓ Email
- ✓ Position
- ✓ Company/Institution
- ✓ Session Role
- ✓ Biography

Proposal Details:

- ✓ Session Title
- ✓ Topic Area (*drop-down field*)
- ✓ Session Style (*drop-down field*)
- ✓ Keyword(s) (*refer to provided listing*)
- ✓ Description
- ✓ Audience Takeaways (*different from learning objectives*)

Learning Objectives

- ✓ Three (3) clear, measurable, achievable outcomes--focus on the participant and the specific knowledge, skills and abilities that can be achieved/executed (view [2019 program descriptions](#) for examples)

Agreement

- ✓ A digital signature should be entered from all session participants.

Call for Proposals Guidelines

NACUBO welcomes proposal submissions that offer in-depth and practical treatments of issues facing the higher education sector, showcase solutions, initiate provocative discussions and share effective strategies with our annual meeting audience.

CONTACT

- 👤 Altovise (Al) Davis
- 📞 Manager, Program Development
- 📞 202.861.2586
- ✉ Email

Proposal Preparation Tips

- » NACUBO tries to ensure that we offer timely, relevant and diverse content that will appeal to a wide variety of attendees from many types of institutions. We are looking for educational content that spotlights new approaches and resources.
- » Include as much detail as possible about the presentation in your description. Be clear about your topic and how you plan to make your session interactive.
- » Include three learning objectives for your presentation. When writing learning objectives, focus on the participant and the specific knowledge, skills and abilities that can be achieved from your presentation.
- » Provide audience takeaways. Tell us what an audience of higher education business office professionals will gain by attending your session.
- » Gear the presentation toward an audience at the intermediate to advanced level of understanding, rather than basic treatments or overviews.
- » A typical session at the annual meeting is 60 minutes long, but session length may vary depending on the session style. Please review [session styles](#) prior to submitting.
- » Proposals will be reviewed by NACUBO members from a variety of institutions as well as NACUBO staff. The reviewers will be looking for value added to the field and the level of theoretical vs. practical application.
- » Content submitted for this program may also be considered for publications, online learning programs or other conferences/workshops.
- » Proposals are also being accepted for TECHTalks, Snapshots, and Posters. Sessions will take place Sunday, July 12, 2020 through Tuesday, July 14, 2020. There will be 8-10 educational sessions running concurrently in two to three time slots per day, with some sessions occurring off schedule.

Programming Focus

NACUBO continues to focus on programming of interest to institutions of similar type and size. If your presentation specifically addresses the needs of a specific group, we encourage you to indicate this by adding it to your proposal description.

Speaker Registration

If a proposal is accepted, the listed speakers from colleges, universities, and other non-profit organizations will receive a registration discount for participating. This discount is not applicable to additional speakers who receive permission to participate post-acceptance. Speakers from corporate/for-profit organizations must pay the full conference rate, whether member or non-member.

Guidelines for Submission

- » Deadline for submission is November 1, 2019 at 5:00 pm ET.
- » NACUBO is accepting proposals from both member and non-member organizations. Priority will be given to members.
- » Selected speakers are responsible for all expenses incurred in conjunction with the NACUBO 2020 Annual Meeting including registration, housing and travel.
- » Each proposal must have at least one (1) presenter from a higher education institution. Any proposal that does not include a presenter from a college or university will be considered incomplete and will not be accepted.
- » Incomplete proposals may be deleted after November 4, 2019. Incomplete proposals include submissions that do not include speakers with full contact information.
- » Submitting a proposal does not guarantee participation in the program.
- » Do not list speakers without definite commitment that they will be on the program. There is a limit of 4 speakers per submission.
- » All speakers must agree to all the terms and conditions for participation, including being responsible for expenses incurred in conjunction with the meeting.
- » Do not submit a proposal unless each presenter is available to appear on any day of the annual meeting. Accepted proposals will not be assigned a specific speaking date and time until two months prior to the annual meeting.
- » The primary submitter will be notified of acceptance by January 21, 2020.
- » All speakers/co-presenters associated with a selected session must register for the meeting and are responsible for the cost of their registration.
- » All speakers must complete an acceptance form in order to be confirmed for a session and will receive an official confirmation letter if accepted.
- » Proposal submission topics cannot be changed after the review and selection process.
- » NACUBO reserves the right to revise presentation titles, reassign the identified track, or edit the session description of selected presentations for NACUBO promotional and program publications.

Session Styles



Debate

Moderated point/counterpoint panel consisting of 2-3 panelists who prepare a five-minute response in proposition or opposition to a pre-determined topic or series of sub-topics. Time allotted for audience feedback and possibly "Turn the Tables" where panelists argue for/against their original viewpoints with the objective being to inform.

Audience Participation: Low-Medium

Speaking Time: 60 minutes

Example: A two-to five-minute introduction of the topic with each panelist taking five minutes to introduce themselves and their perspectives on the topic. Then 20 minutes of curated questions from the moderator, 10-15 minutes of Q&A with the audience, ending with a summary and thanks.



Discussion

A highly interactive session that involves audience participation and small group discussions between participants. Discussions could be used to generate ideas, assess levels of skill and understanding, or solve problems. Sessions generally include 2-4 presenters, each speaking for 5-10 rehearsed minutes about a key topic, followed by 30-50 minutes of free-ranging discussion among presenters and audience.

Audience Participation: High

Speaking Time: 60-75 minutes



Facilitated Deep Dive

This expert-led session, emphasizing interaction, is designed to thoroughly explore a subject or develop a skill or technique. For example, presentations might provide updates on specific content areas; discuss new techniques, processes, procedures, or methods; or describe how knowledge from another discipline can be applied to a problem or topic. The goal is to provide interactive learning opportunities for attendees.

Audience Participation: High

Speaking Time: 60-75 minutes



Single Speaker/Panel

A presentation on a focused subject, common theme/issue containing a minimum of 10 minutes for Q&A. Can be a single speaker or panel (maximum of 4 people).

Audience Participation: Low

Speaking Time: 60-75 minutes



Snapshot

A concise presentation on a specific subject. [Snapshot sessions](#) focus on an idea, project, workflow, etc. If you've always wanted to speak at NACUBO but haven't felt as if you had enough to say for a full session, this is a great opportunity for you. Sessions will take place at The Lab-Exhibit Hall.

Audience Participation: Low

Speaking Time: 7-15 minutes



TECHTalk

Specifically targeting technology in the higher education sector, these high energy, concise sessions located in the Expo will highlight what challenges institutions are facing today and how technology solutions can help. Institutional representation required. Sessions will take place at the TECHTalk Pavilion-Exhibit Hall.

Audience Participation: Medium-High

Speaking Time: 45 minutes



Unconference

This loosely-structured, participant-driven session facilitates conversation without predefined topics. It is a great opportunity for participants to learn about recent developments and trends in an informal, flexible learning space. Topics are generated by the participants and breakout groups are formed dynamically based on interest and relevance. Experienced facilitator(s) required.

Audience Participation: High

Speaking Time: TBD



Other

A presentation style not listed (e.g. reverse panel, demonstration, working session). Please describe how you plan to deliver your presentation in the proposal description, and bear in mind we are looking for instructional sessions that aim to help participants increase their understanding and skills on topics that address current challenges in the higher education industry.

Create a **New Users** account at the Call for Proposal webpage :
<https://www.abstractscorecard.com/cfp/submit/login.asp?EventKey=TXPNI/VWR>

This user ID and Access Key (password) is specific to the 2020 Annual Meeting Call for Presentations.

Abstract ScoreCard® | (closes 5:00 PM EST on Friday, November 1, 2019) | Conference Details | Technical Support

NACUBO 2020 Annual Meeting Call for Presentations

NACUBO invites you to submit your content ideas for the NACUBO 2020 Annual Meeting occurring July 11-14, at the Gaylord National Harbor, just outside of Washington, DC. Highest consideration will be given to proposal content that aligns with the conference theme, "Envisioning Tomorrow's Higher Education Landscape."

The submission deadline is Friday, November 1, at 5 pm Eastern Standard Time. Submitters will be notified about decisions by Tuesday, January 21, 2020.

NACUBO encourages proposals that showcase future trends, offer unique ideas, share interesting stories, celebrate diversity and inclusion, and accelerate innovation. We ask you to think broadly and boldly about the future of higher education.

Examine the material below to consider how your session sheds light on the complex challenges facing higher education today and beyond.

[2020 Annual Meeting Theme and Content Framework](#)

Log in to the Abstract ScoreCard

New Users

Click 'Create Proposal' to begin your first submission.

Create Proposal

Already a User?

Email Address *

Access Key *

 Show

Lost your access key?

Login

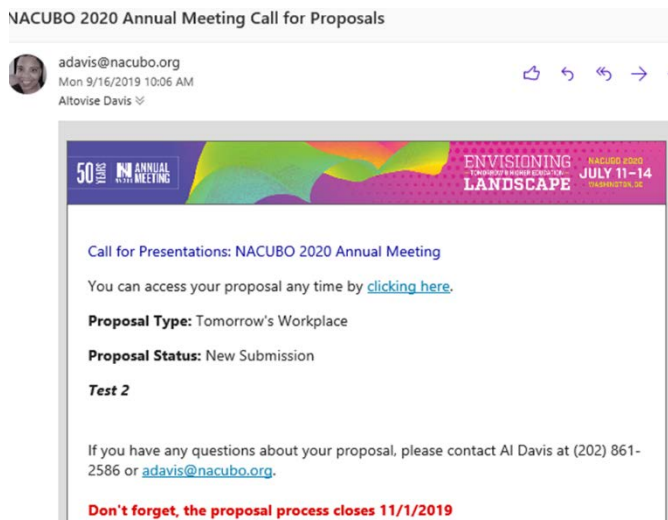
Questions? Call for Proposals Contact: Al Davis - adavis@nacubo.org / (202) 861-2586

You will automatically receive an email from adavis@nacubo.org confirming your user account.

REMINDER:

Check your spam and adjust your settings to accept from adavis@nacubo.org and donotreply@cadmiumcd.com to successfully receive communications.

Save this email for future reference.



Privacy Notice: Please carefully read and indicate consent.



PRIVACY NOTICE

[Skip Form](#)

Please carefully read the text below and then indicate your consent at the bottom of the page.



Summary

We are collecting your personal data on behalf of National Association of College and University Business Officers to allow them to manage the submission, review, selection, and scheduling process for your conference submissions, awards, or grants through our platform. We may share your information with National Association of College and University Business Officers's vendors related to registration, membership and 3rd party analytics services.



Full Text (version 267-10090-907)

[Print](#)[Export](#)

1. What we need

Our Personal Data Protection Policy governs the use and storage of your data. You can see our Privacy Policy at <https://www.cadmiumcd.com/cadmiumcd/privacy.asp>. The terms personal data and personally identified data are used interchangeably. National Association of College and University Business Officers is a Controller of the personal data you (data subject) provide us. CadmiumCD is its Processor. The following types of personal data we collect from you on behalf of a Controller, may include, however are not limited to: Full name, telephone number, position, organization, credentials, membership, member number, login name, department, role, biography, and digital identity (photo).

2. Why we need it

We need your personal data in order to allow the Controller to manage the submission, review, scheduling or administration of your information through our software systems.

3. What we do with it

Your personal data is processed in Forest Hill, Maryland located in the United States. Hosting and storage of your data takes place in the Rackspace Cloud which has a global footprint and in our dedicated Rackspace Servers which are located in the United States. As requested by National Association of College and University Business Officers, we may share your information with National Association of College and University Business Officers's vendors related to registration, membership and 3rd party analytics services.

4. How long we keep it

According to our Data Retention Policy we will keep your personal data for a period of 6 years from the last date we process your data on behalf of the Controller. After this period, your personal data will be irreversibly destroyed or anonymized. Any personal data held by us for marketing and service update notifications will be kept by us until such time that you notify us that you no longer wish to receive this information.

5. What are your rights?

Should you believe that any personal data we hold on you is incorrect or incomplete, you have the ability to request to see this information, rectify it or have it deleted, upon approval by the Controller. Please contact us through data subject access request form found on our website at <https://cadmiumcd.com/mydata>.

In the event that you wish to complain about how we have handled your personal data, please contact Data Protection Administrator at privacy@cadmiumcd.com or in writing at

CadmiumCD
c/o Data Protection Administrator
19 Newport Drive, Ste. 101
Forest Hill, MD 21050

Our Data Protection Administrator will then look into your complaint and work with you to resolve the matter.



Consent

☐ I have reviewed the privacy notice above and consent to the processing of my data. I am aware and I was informed that I may withdraw my consent at any time by completing the DATA SUBJECT CONSENT WITHDRAWAL FORM at <https://cadmiumcd.com/mydata>.

Please type your full name on the line above

This is your “home page” which will list all your submissions for the call and where you will create new submissions.

50 YEARS

ANNUAL MEETING


ENVISIONING
LANDSCAPE
TOMORROW'S HIGHER EDUCATION

NACUBO 2020
JULY 11-14
WASHINGTON, DC

[Call for Presentations](#) | [Home](#) | [Log Out](#)[Conference Details](#) | [Technical Support](#)

Conference Details
NACUBO 2020 Annual Meeting
July 11 – 14, 2020
Gaylord National Harbor
Washington, District of Columbia
Website: [Click here](#)

Call for Proposals Contact
Name: Al Davis
Email: adavis@nacubo.org
Phone: (202) 861-2586
Conference Meeting Planner:
Name: Abby Eastman, CMP
Email: aeastman@nacubo.org
Phone: (202) 861-2506

Close



EVENT INFORMATION

NACUBO 2020 Annual Meeting
July 11 – 14, 2020
Gaylord National Harbor
Washington, District of Columbia
[Contact the Event Organizer](#)



YOUR PROFILE

Altovise Davis
NACUBO
Logins: 1 [Log Out](#)



SUBMIT FEEDBACK

We always welcome feedback,
and we want to hear what you
like and what can be improved.
[Feedback Form](#)



PROPOSALS (You have 0 complete proposals, 0 incomplete proposals, and 0 withdrawn proposals)

SUBMISSION DEADLINE: Friday, November 1, 2019 at 5:00pm ET.

For questions related to the call, please contact Al Davis (adavis@nacubo.org / 202.861.2586). For all other inquiries related to the conference please contact Abby Eastman, CMP (aeastman@nacubo.org / 202.861.2506). NACUBO Office Hours are Mon-Fri, 8:45 am – 4:45 pm Eastern.

[Click here to begin a new proposal](#)

This area lists all submissions (*proposals*) and the status of each.

PREVIEW allows you to view/print detailed submission information



FREQUENTLY ASKED QUESTIONS

User Guidelines and Instructions
2020 Theme and Content Framework



KEY REMINDERS

NACUBO tries to ensure that we offer timely, relevant and diverse content that will appeal to a wide variety of attendees from many types of institutions. We are looking for educational content that spotlights new approaches and resources.

Speaker Registration. If a proposal is accepted, the listed speakers from colleges, universities, and other non-profit organizations will receive a registration discount for participating. This discount is not applicable to additional speakers who receive permission to participate post-acceptance. Speakers from corporate/for-profit organizations must pay the full conference rate, whether member or non-member.

Proposal and Preparation Tips

- Sessions will take Sunday, July 12, 2020 through Tuesday, July 14, 2020. There will be 8-10 educational sessions running concurrently in two to three time slots per day, with some sessions occurring off schedule.
- A typical session at the annual meeting is 60 minutes long, but session length may vary depending on the session style prior to submitting. Proposals are also being accepted for TECHTalks, Snapshots, and Posters.
- Include as much detail as possible about the presentation in your description. Be clear about your topic and how you plan to make your session interactive.
- Include three learning objectives for your presentation. When writing learning objectives, focus on the participant and the specific knowledge, skills and abilities that can be achieved from your presentation.
- Provide audience takeaways. Tell us what an audience of higher education business office professionals will gain by attending your session.
- Gear the presentation toward an audience at the intermediate to advanced level of understanding, rather than basic treatments or overviews.
- Proposals will be reviewed by NACUBO members from a variety of institutions as well as NACUBO staff. Reviewers will be looking for value added to the field and the level of theoretical vs. practical application.
- Content submitted for this program may also be considered for publications, online learning programs or other conferences/workshops.

New Proposal



START A NEW PROPOSAL

Submit

Enter your proposal title, proposal type, and general topic area below and click "Continue".

Proposal Title *

A proposal must have a short, specific presentation title (containing no abbreviations) that indicates the nature of the presentation.

Proposal Type Descriptions

General Topic Area *

Please choose a general topic area.

-- Select General Topic Area --

View General Topic Area descriptions.

Proposal Type *

Visit the NACUBO Annual Meeting [website](#) for details regarding [concurrent session](#) guidelines.

-- Select Proposal Type --

View Proposal Type descriptions.

Submit

Concurrent Session

Typical 60-75 minute session depending on session style.

Snapshot

A concise presentation on a specific subject. Snapshot sessions focus on an idea, project, workflow, etc. If you've always wanted to speak at NACUBO but haven't felt as if you had enough to say for a full session, this is a great opportunity for you. Sessions will take place at The Lab-Exhibit Hall.

TECHTalk

Specifically targeting technology in the higher education sector, these high energy, concise sessions located in the Expo will highlight what challenges institutions are facing today and how technology solutions can help. Institutional representation required. Sessions will take place at the TECHTalk Pavilion-Exhibit Hall.

General Topic Area Descriptions

Tomorrow's Higher Education Sector

Today's economy and political climate demand innovative strategies as leaders advocate for higher education's value, justify its price, and pursue optimal access and affordability for students. With news headlines citing admission scandals, immigration uncertainties, and market volatility, examining effective solutions from within, as well as from outside the higher education sector, is critical to forecast the future.

Tomorrow's Workplace

The future of work is reshaping the value proposition that higher learning offers to students, employers, communities, and society. In an age of artificial intelligence and dynamic career possibilities, how will institutions adapt as employers change? What will future employers expect from college graduates?

Tomorrow's Students

Business officers make decisions every day that influence the ability of students to reach their academic and career goals. How will business practices evolve to serve future generations of students and ensure access, affordability, and success?

Tomorrow's Leaders

Business officers act as both stewards of resources and institutional change agents. How can we equip and empower campus leaders to make prudent, strategic decisions to positively shape the next decade and beyond?

Tomorrow's Institutions

Business operations on campus are often challenged by federal and state policy, technology, or cultural transformation. How do business officers address today's operational challenges and "future-proof" their institutions and their economic models?

Close

Enter **Proposal Title** and **General Topic Area** and **Proposal Type (required fields*)**

Click the **Submit** button to proceed.


You may always go back and **edit this page** and/or delete the proposal by **clicking on the Proposal Title** from homepage.

Call for Presentations | Home | Log Out

Conference Details | Technical Support

Proposal Title: Test

Home / Edit Proposal



EDIT PROPOSAL

Update Proposal

Editing your Proposal's settings is easy. Just adjust the fields below and press the 'Update Proposal' button.

Proposal Title *

A proposal must have a short, specific presentation title (containing no abbreviations) that indicates the nature of the presentation.

Test

4 characters (75 max)
1 word (15 max)

General Topic Area *

Please choose a general topic area.

Tomorrow's Workplace

View General Topic Area descriptions.

Proposal Type *

Visit the NACUBO Annual Meeting [website](#) for details regarding [concurrent session](#) guidelines.

Concurrent Session

View Proposal Type descriptions.

Proposal Status *

Active

Update Proposal

TASK LIST: Items to be Completed

Call for Presentations | Home | Log Out

Conference Details | Technical Support

Proposal Title: Test

Home / Proposal / Task List for 'Test'



TASK LIST

SAVE PROPOSAL

Please click on each task below to enter the requested information. Once completed, the task icon will then appear with a large green check mark.

After you have completed all of the tasks below, select "Save Proposal".

Proposal ID: 748464

[Edit Test](#)

General Topic Area: Institutional Management

Proposal Status: Active

Remember the Proposal ID number for each proposal as this number will serve as your reference number.



1. Proposal Details

Click here to add proposal details



2. Learning Objective

Provide 3 learning objectives that are clear, measurable, and achievable for your proposed presentation.



3. Speakers

Click here to add authors to this submission.



4. Agreement

Click here to complete agreement from

SAVE PROPOSAL

Click on **Save Submission** button to save proposal.



There are **four areas** that need to be completed to submit a proposal. Once all required information has been submitted, a green check mark will cover the task icon.

ADDING SPEAKERS

You as the submitter will be listed in the speaker list.

Click on your name and each participating speaker to edit your profile and change your **session role**.

- **Submitter** – only submitting proposal; not speaking
- **Contact Speaker** – serving as lead speaker; coordinator of the session
- **Speaker** – serving as a speaker on the session

Click on **Save Speakers** button to proceed.

Below are icons you might see and what they mean:



Click to delete a speaker completely from the system



Click to email a speaker to complete their own individual profile (*speaker details*).



Indicates additional information required; see below

REMEMBER REQUIRED TO PROCEED:


- ✓ First Name, Last Name
- ✓ Email
- ✓ Position
- ✓ Company/Institution
- ✓ Session Role
- ✓ Biography

Click the **Continue** button to proceed.

[Call for Presentations](#) | [Home](#) | [Log Out](#) | [Conference Details](#) | [Technical Support](#)

Proposal Title: Test

[Home](#) / [Proposal](#) / [Tasks](#) / [Edit Speakers Task for 'Test'](#)

 EDIT SPEAKERS TASK FOR 'TEST' [Save Speakers](#)

* indicates required

Please create the list of presenters for this submission. You can remove a speaker with the 'X' button. To add new presenters just type in information in the field next to the 'plus' button.

To add a speaker:

- Type the speaker's first name, last name, and email address.
- Click 'Add Speaker.'

To complete a presenter's profile:

- Click on the speaker's name to complete the profile.
- A **green check mark** indicates a complete profile.
- Once the profile is complete, click 'Save Speakers' to complete the task.
- There is a maximum of 5 speakers per presentation.

NOTE:
A BIOGRAPHY IS REQUIRED FOR EACH PERSON.
Only the submitter and/or contact speaker will receive communications regarding proposal status.

Add New Speaker

First Name *

Last Name *

Email *

Role: *
-- Select Role: --

[Add Speaker](#)

Speaker List

You must add at least 1 speaker and no more than 5.
You can add a maximum of 1 Submitter Only for this proposal.


1 **Altovise Davis**
Manager, Program Development, NACUBO
Profile completed ✓
Role(s): Submitter & Contact Speaker
[Edit Altovise Davis's Profile](#) [Remove Altovise Davis](#)

[Save Speakers](#)

[Call for Presentations](#) | [Home](#) | [Log Out](#) | [Conference Details](#) | [Technical Support](#)

Proposal Title: Test

[Home](#) / [Proposal](#) / [Tasks](#) / [Speaker Profile](#)

 SPEAKER PROFILE [Continue](#)

* indicates required

Please complete as much of the information as you can and then press the 'Continue' button.

Personal Details

Profile:
Mr.

First Name *
Altovise

Middle Initial

Last Name *
Davis

Suffix

Contact Details

Office Phone

Cell Phone

Fax

Email Address *
ADAVIS@NACUBO.ORG

Mailing Address

Address Line 1

Address Line 2

Address Line 3

City

State
-- Select State/Province --

Zip

Country
United States

Administrative Assistant
To be copied on all submission emails

Name

Telephone

Email

☐ Not Applicable

Additional Contact

Name

Telephone

Email

☐ Not Applicable

Professional Information
(see it will appear on conference materials)

Position (max character: 100) *
Manager, Program Development

Company / Institution *
NACUBO

Credentials

☐ Not Applicable

Role: *
Please select a role

Submitter & Contact Speaker

Biography *
Please type or paste text of no more than a few paragraphs in length.

9/2019

ENTERING PROPOSAL

REMEMBER REQUIRED TO PROCEED:

- ✓ Proposal Title
- ✓ Content Area (*drop-down field*)
- ✓ Session Style (*drop-down field*)
- ✓ Keyword(s) (*refer to provided listing*)
- ✓ Description
- ✓ Audience Takeaways (*different from learning objectives*)

For **Content Area**, choose from drop-down list.

For **Session style**, choose from Panel, Single Speaker (*institutional representatives only eligible*), etc. Further information can be found on page 3.

If you select “Yes” for **Content History**, you need to add when and where the session was presented.

3-5 Keywords are an additional way to categorize your session. You may use the keyword options list (link provided) to find appropriate descriptive words or create your own. Enter each keyword and separate each with semicolon(;).

Audience Takeaways is an additional opportunity to state why your session should be considered; focus on how your topic is unique, timely and/or transferrable for this audience.

Click on **Continue** button to proceed.

Call for Presentations | Home | Log Out | Conference Details | Technical Support

Proposal Title: Test

Home / Proposal / Tasks / Edit Proposal Details Task for 'Test'

EDIT PROPOSAL DETAILS TASK FOR 'TEST' [Continue](#)

* indicates required

ADMIN MODE
☐ Disable all word and character limitations on this page

Please read the submission guidelines and review the entire form to ensure you have all the required information.

Proposal Title *
A proposal must have a short, specific presentation title (containing no abbreviations) that indicates the nature of the presentation.
Test 4 characters (Max 75 characters)
1 word (Max 15 words)

Content Area *
Please choose a topic area applicable to your proposal.
-- Select a Content Area --

Session Style *
Visit the NACUBO Annual Meeting website for session style definitions.
-- Select One --

Content History
Has this material been presented before?
-- Select One --

If so, when and where?
0 characters
0 words (Max 100 words)

Keywords *
Select 3-5 words from the Keyword Options list that best identify the session content. Separate each keyword statement with a semicolon.
0 characters
0 words (Max 30 words)

Description *
Provide a detailed description of your presentation. Please be clear about the content and how you plan to make the presentation interactive.
0 characters
0 words (Max 300 words)

Audience Takeaways *
How will an audience of higher education business office professionals benefit from this session? Explain how your content is unique, timely, and/or transferrable.
0 characters
0 words (Max 200 words)

[Continue](#)

Learning Objectives should be clear, measurable, and achievable outcomes; the focus on the participant and the specific knowledge, skills and abilities that can be achieved from your presentation for session attendees.

View the [2019 program session details](#) via NACUBO annual meeting website for applicable learning objectives.


Sample learning objectives:

- **Build and defend** mission-centric, data-driven capital plans.
- **Reduce** risk and build financial continuity for your institution.
- **Communicate** your capital planning strategy to the board of trustees, faculty, students, and parents.

[Call for Presentations](#) | [Home](#) | [Log Out](#) [Conference Details](#) | [Technical Support](#)

Proposal Title: Test

[Home](#) / [Proposal](#) / [Tasks](#) / Edit Learning Objective Task for 'Test'

 **EDIT LEARNING OBJECTIVE TASK FOR 'TEST'** Continue

* indicates required

Provide 3 learning objectives that are clear, measurable, and achievable outcomes; the focus on the participant and the specific knowledge, skills and abilities that can be achieved from your presentation for session attendees. For more information on how to effectively write objectives [click here](#).

1

Answer the following questions for Learning Objective 1

Learning Objective 1 *

Complete the sentence, 'Upon completion, participant will be able to....' Use action words to begin this learning objective, such as list, describe, define, demonstrate, conduct, etc.

Upon completion, participants will be able to ...

0 words (Max 30 words)

2

Answer the following questions for Learning Objective 2

Learning Objective 2 *

Complete the sentence, 'Upon completion, participant will be able to....' Use action words to begin this learning objective, such as list, describe, define, demonstrate, conduct, etc.

Upon completion, participants will be able to ...

0 words (Max 30 words)

3

Answer the following questions for Learning Objective 3

Learning Objective 3 *

Complete the sentence, 'Upon completion, participant will be able to....' Use action words to begin this learning objective, such as list, describe, define, demonstrate, conduct, etc.

Upon completion, participants will be able to ...

0 words (Max 30 words)

Continue

AGREEMENT

Call for Presentations | Home | Log Out
Conference Details | Technical Support
Proposal Title: Test

[Home](#) / [Proposal](#) / [Tasks](#) / Speaker List Edit Agreement Task for 'Test'



EDIT AGREEMENT TASK FOR 'TEST'

Save Disclosures

* indicates required

Please read all the guidelines before submitting your proposal. By submitting a proposal, you are agreeing to the guidelines for submission. Note that selected speakers are responsible for all expenses incurred in conjunction with participation in the event. Staff reserves the right to edit content.

Each author is required to submit an Agreement Disclosure. You can access each author's form by clicking on the name(s) below, or clicking the blue bubble to send their login details to the email listed in their profile. Enter your name which will serve as your digital signature that confirms agreement.

1

Altovise Davis

Manager, Program Development, NACUBO

Form Incomplete ✖

Edit Altovise Davis's Form

Each

Call for Presentations | Home | Log Out

Conference Details | Technical Support

Proposal Title: Test

[Home](#) / [Proposal](#) / [Tasks](#) / Edit Agreement Task for 'Test'



EDIT AGREEMENT TASK FOR 'TEST'

Submit

* indicates required

Please read all the guidelines before submitting your proposal. By submitting a proposal, you are agreeing to the guidelines for submission. Note that selected speakers are responsible for all expenses incurred in conjunction with participation in the event. Staff reserves the right to edit content.

1. Information Needed

By submitting a proposal, you are agreeing to the Guidelines for Submission.

Note: speakers are responsible for all expenses incurred in conjunction with participation in the event.

- ☐ I agree to the guidelines of the submission
☐ I do not agree with the guidelines of the submission

2.

3. Agreement Statement

I certify that the information I have provided is complete to the best of my knowledge and I accept responsibility for the accuracy of the information in response to the aforementioned questions.

By signing this box with my electronic signature, I attest that all information above is true and correct. *

Submit

speaker will need to enter their name which will serve as their digital signature agreement to the guidelines to participate in the conference.

Click blue box to email a speaker to sign their own agreement.

Click the **Save Disclosures** button to proceed.

PREVIEW PROPOSAL

Make sure all tasks have a “GREEN” check. Click **SUBMIT**.

Home / Proposal / Tasks / Submit



PROPOSAL SUMMARY

Submit

Proposal ID: 748464

[Edit Test](#)

General Topic Area: Institutional Management

Proposal Status: Active

You have completed all the required tasks for this proposal.
Use the "Submit" button to complete your proposal.



1. Proposal Details

Completed - Friday, September 13, 2019, 2:26 PM



2. Learning Objective

Completed - Friday, September 13, 2019, 2:26 PM



3. Speakers

Completed - Friday, September 13, 2019, 2:25 PM



4. Agreement

Completed - Friday, September 13, 2019, 2:29 PM

[Click here for a preview of your proposal.](#)


FINAL ACTION:

Click on the “Submit” button to **COMPLETE SUBMISSION.**

[Call for Presentations](#) | [Home](#) | [Log Out](#)[Conference Details](#) | [Technical Support](#)

Proposal Title: Test

[Home](#) / [Proposal](#) / [Tasks](#) / [Submit](#)

 **PROPOSAL SUMMARY** [Submit](#)

Proposal ID: 748464
[Edit Test](#)
General Topic Area: Institutional Management
Proposal Status: Active

You have completed all the required tasks for this proposal.
Use the "Submit" button to complete your proposal.

✓ **1. Proposal Details**
Completed - Friday, September 13, 2019, 2:26 PM

✓ **2. Learning Objective**
Completed - Friday, September 13, 2019, 2:26 PM

✓ **3. Speakers**
Completed - Friday, September 13, 2019, 2:25 PM


✓ **4. Agreement**
Completed - Friday, September 13, 2019, 2:29 PM


[Click here for a preview of your proposal.](#)


You will see the below image if you successfully submitted your proposal.

LANDSCAPEWASHINGTON, DC


[Call for Presentations](#) | [Home](#) | [Log Out](#)[Conference Details](#) | [Technical Support](#)

 **EVENT INFORMATION**
NACUBO 2020 Annual Meeting
July 11 - 14, 2020
Gaylord's National Harbor
Washington, District of Columbia
[Contact the Event Organizer](#)

 **YOUR PROFILE**
Altovise Davis
NACUBO
[Logins: 1](#) | [Log Out](#)

 **SUBMIT FEEDBACK**
We always welcome feedback,
and we want to hear what you
like and what can be improved.
[Feedback Form](#)

Proposal successfully completed on Friday, September 13, 2019, 2:31 PM

 **PROPOSALS** (You have 1 complete proposal, 0 incomplete proposals, and 0 withdrawn proposals)

SUBMISSION DEADLINE: Friday, November 1, 2019 at 5:00pm ET.
For questions related to the call, please contact Al Davis (adavis@nacu.org) or to the conference please contact Abby Eastman, CMP (aeastman@nacu.org).
Mon-Fri, 8:45 am - 4:45 pm Eastern.

[Click here to begin a new proposal](#)

✓ **Test**
Status: Complete (Submitted 09/13/2019, 2:31 PM)
[Preview Proposal](#) [Resend Proposal Confirmation Email](#)

Thank you for completing your submission. We would love to hear your feedback on this system.


You will automatically receive an email from adavis@nacubo.org confirming your proposal submission.

REMINDER:






Check your spam and adjust your settings to accept from adavis@nacubo.org and donotreply@cadmiumcd.com to successfully receive communications.

Save this email for future reference.

NACUBO 2020 Annual Meeting: Submission Details



adavis@nacubo.org
Mon 9/16/2019 10:11 AM
Altovise Davis



50th ANNUAL MEETING

ENVISIONING LANDSCAPE

JULY 11-14

Success! Submission completed for the NACUBO 2020 Annual Meeting Call.
Call for Presentations: NACUBO 2020 Annual Meeting
You can access your Proposal at any time by [clicking here](#).

Proposal Type:
Tomorrow's Workplace

Proposal Type:
Concurrent Session

Proposal Status:
Complete

Proposal ID:
750051

Proposal Title:
Test 2

Speaker(s)

- [Altovise Davis](#) (Role: Submitter & Contact Speaker)
- [Al Lea](#) (Role: Speaker)

Proposal Details

Content Area
Diversity/Inclusion

Session Style

- Single Speaker (Institutional)