



NISTS 2022

SESSION PROPOSAL CHECKLIST

Proposals Due: Tuesday, August 31, 2021 (by 11:59 p.m. PST)

All proposals for the NISTS 2021 Annual Conference must include the following information. Please use the University of North Georgia's [InfoReady platform](#) to submit your information.

1. Lead Presenter:

- Name
- Job/Position Title
- Institution/Organization
- Email Address
- Phone Number
- Biographical Sketch (150 words max)

2. Additional Presenter (up to five):

- Name
- Job/Position Title
- Institution/Organization
- Email Address
- Phone Number

3. Session Venue:

- In-Person, St. Louis
- Virtual, Conference App

4. Preferred Session Format:

- Pre-Conference Workshop (in-person only)
- Concurrent Session
- On-Demand Video (virtual only)
- Poster

5. Alternate Session Format: We'll do our very best to accommodate your preferred session venue/format, but space is limited. What other session formats would you consider? Choose all that apply.

- Poster – in-person
- Concurrent Session – virtual
- On-Demand Video – virtual
- Poster – virtual
- None

6. Session Type:

- Educational Session
- Facilitated Discussion
- Research Spotlight
- Educational Partner/Sponsor Session

7. Session Theme: Please select the top two Session Themes with which your proposal most closely aligns. This information will be used to identify sessions in the conference program.

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|--|---|
| <input type="checkbox"/> Credits and Degree Pathways | <input type="checkbox"/> Partnerships and Collaboration |
| <input type="checkbox"/> Diversity and Inclusion | <input type="checkbox"/> Special Populations |
| <input type="checkbox"/> Leadership and Strategic Planning | <input type="checkbox"/> Transition Programs and Services |
| <input type="checkbox"/> Matriculation Trends and Issues | |

8. Most Relevant Functional Area (select up to two):

- Academic Advising
- Admissions & Recruiting
- Community Colleges
- Enrollment Management
- Orientation & Transition Programs
- STEM/Discipline Specific Transfer Programs
- Faculty
- Policy & Administration
- Other _____

9. Intended Audience (select up to two):

- New Transfer Professional (0-3 years experience),
- Advancing Transfer Professional (4-8 years experience),
- Seasoned Transfer Professional (9+ years experience)

Important! Session proposals are evaluated in a blind review process. Please do not include any identifying information in the proposal sections that follow.

10. Proposal Title (100 characters max): Titles should briefly identify key concepts and ideas and give a clear idea of what participants will gain from the session.

11. Session Abstract (50-75 words): The session abstract should clearly and concisely identify what will be presented, why it is an important topic, and what participants will learn from the session. This abstract will appear in the conference program if your proposal is accepted.

12. Detailed Summary (350-500 words): Please describe your session, including the following aspects. Please do not include your reference list here; rather, use the next section titled "Reference List/Bibliography" to list relevant sources and citations.

- importance to the field;
- connections to relevant theory, research, or current practice;
- research methodology (if applicable);
- assessment data and findings; and
- implications for practice, policy, and/or further research.

13. Reference List/Bibliography: Use this space to list the sources cited in your proposal, if any.

- 14. Broader Applicability and Impact (100-150 words):** Please describe your institution or organization and how your session content might be relevant and useful in various institutional and higher education contexts.
- 15. Outline & Engagement Strategies (up to 300 words):** Please provide a brief outline of your presentation, including an estimated timeline and description of the strategies you intend to use to engage your audience (text only formatting).
- 16. Learning Goals (100-150 words):** List at least three learning goals that explain what learners should be able to do as a result of participating in your session. Try to avoid vague verbs like “know” and “understand” and instead choose targeted objectives. (If you’re stuck, [this Bloom’s Taxonomy chart](#) might be helpful.)
- 17. Have you previously presented this session at a different conference?** If yes, please ensure you’ve clearly tailored the content to meet the goals and expectations of *this* conference. Transfer must be the most prominent feature of your proposal.
- Yes
 No
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When submitting your proposal, you must agree to the following Presenter Agreement:

1. The lead presenter is the designated contact person responsible for notifying all other presenters of acceptance, scheduling, and any other session-related information provided by NISTS.
 2. Presenters may be listed on no more than two accepted sessions (excluding invited sessions).
 3. All presenters must register for the conference by December 20th. Please note there will be a discounted registration rate for all presenters.
 4. Presenters must be available to present any time during their designated conference event (in-person or virtual). We’ll do our best to schedule with your time zone in mind and resolve conflicts if we can.
 - ▶ *If your plans change and you are no longer able to attend the conference, please notify us immediately so that we can amend the conference schedule and materials accordingly.*
 5. Presenters are expected to share a copy of their session slide decks and handout(s) via the conference mobile app.
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Need help?

Please do not hesitate to contact us if you have any questions or need additional information: emily.kittrell@ung.edu or 706-867-4498.