

Proposals for the NISTS 2023 Annual Conference are due by Wednesday, August 31<sup>st</sup> (by 11:59 p.m. PST), and must include the following information. Please use the University of North Georgia's [InfoReady platform](#) to submit your information. Additional submission guidelines and instructions are provided on the [Call for Proposal webpage](#).

**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
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**3. Session Venue:**

- Virtual, Conference App
- In-Person, Portland

**4. Preferred Session Format:**

- 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. Which 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 1 & 2:** Choose the top two themes that best align with your session's content. 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 Supports |
| <input type="checkbox"/> Matriculation Trends and Issues   |   |

**8. Functional Area 1 & 2:** Choose the top two functional areas that are most relevant your session's content.

- Academic Advising
- Admissions & Recruiting
- Community Colleges
- Discipline-Specific Transfer Programs (e.g., STEM)
- Enrollment Management
- Faculty
- Orientation & Transition Programs
- Policy & Administration
- Transfer Centers/Success
- 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)

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**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 strong 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 thoroughly describe your session, including the aspects listed below. Please do not include a reference list here; rather, use the next section titled "Reference List/Bibliography" to list relevant sources and works cited.

- importance to the transfer 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):** Briefly describe your institution or organization and how your session content will be relevant to institutions/systems of various size, scope, and sector. Please address how those with limited access to funds might utilize your insights and/or methods.

**15. Outline & Engagement Strategies (up to 300 words):** Please provide a general outline of your presentation, including an estimated timeline and description of the [strategies](#) you might use to engage your audience.

**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. If possible, please avoid vague verbs like “know” and “understand” and choose [targeted objectives](#) instead.

**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. When possible, NISTS will email updates and alerts to all presenters listed on your proposal. However, the lead presenter is the official designated contact person and is therefore responsible for keeping all other presenters up-to-date on 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 21st. Registration opens in mid-fall, and there will be a discounted registration rate for all presenters.
  4. Presenters must be available to present at any time during their designated conference event (virtual or in-person). We’ll do our best to schedule with your time zone in mind and will resolve conflicts if we can.
    - ▶ *Presenters will have the opportunity to alert us to time constraints/times to avoid during the presenter confirmation process. If your plans change and you are no longer able to attend the conference, please notify us immediately so that we can amend our records accordingly.*
  5. Presenters are expected to share a copy of their session slide decks and handout(s) with all conference attendees via the conference mobile app. Detailed instructions for uploading your session materials will be provided several weeks before the submission deadline.
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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](mailto:emily.kittrell@ung.edu).