

**2020 NCCEP/GEAR UP
ANNUAL CONFERENCE**

Request For Proposals



2020 NCCEP/GEAR UP Annual Conference

Request for Proposals – Submission Guidelines

Thank you for your interest in presenting at the 2020 NCCEP/GEAR UP Annual Conference July 19-22 in Washington, DC. Please make sure to carefully read **this document** and the [How-to Guide](#) prior to completing the online submission form. This document will inform you of what information is needed to successfully submit a proposal. All proposals must be submitted through our [online form](#).

The NCCEP/GEAR UP Annual Conference is the nation's largest convening of GEAR UP leaders, practitioners, partners, students, and parents. The conference reaches over 2,000 attendees and features over one hundred concurrent sessions and an array of special programs. Concurrent sessions at the Annual Conference provide a unique learning opportunity for college access professionals and educators across the nation. In one hour and fifteen minutes, presenters explore a variety of topics aimed at helping members of the GEAR UP community improve student services and effectively operate their GEAR UP programs.

Please note that a maximum of **four** applications are allowed per organization (not per grant) and NCCEP reserves the right to limit the number of sessions in which an individual may participate. All GEAR UP staff completing the application must coordinate all proposals with their GEAR UP director to ensure their organization does not submit more than four proposals, and to also ensure that their GEAR UP director is aware of their intention to submit a proposal.

The online proposal submission deadline is: **December 13, 2019**.

Information Required for the Online Proposal Submission Form

1. NUMBER OF PRESENTERS IN SESSION

Due to time constraints, we strongly recommend no more than five presenters. If you have more than five, you will be required to provide a rationale and the following information: (a) presenter role(s); (b) use of time; and (c) additional presenter information (name, title, organization/GEAR UP program, and email). NCCEP must approve your request for more than five presenters prior to your presentation acceptance.

2. REQUIRED PRESENTER INFORMATION

The primary presenter listed will be the point of contact for this proposal. If your session is selected, speaker information will be used in the conference program exactly as listed (with the exception of contact information). Due to program restraints, we will only include doctorate-level credentials after a speaker's name.

The application requires the following information for the primary presenter: (a) full name, (b) title, (c) city, (d) state, (e) email address, (f) bio (*150 words max.*), (g) phone number (including area code), (h) cell phone (including area code), (i) organization name and type, (j) GEAR UP Director's name and email (*if applicable*).

For all other speakers (up to four), the following information is required: (a) full name, (b) title, (c) city, (d) state, (e) email address, (f) bio (*150 words max.*), (g) organization name and type, (h) GEAR UP Director's name and email (*if applicable*). It is important to enter this information carefully and accurately for all speakers as we will use contact information to send important updates.

IMPORTANT: Please note that NCCEP will send information about acceptance and logistical information for the conference to the primary presenter. The primary presenter will be responsible for communicating with other speakers. If your presenters change, you must immediately notify NCCEP and provide updated contact information.

3. PRESENTATION TITLE

A good title is compelling, memorable, concise, and quickly conveys the value of the session (why attend?). If you are selected, this will be the title of your presentation as it will appear in the conference program.

Titles should be no more than 15 words (shorter titles are preferred). Please do a word count before submitting your title. Please note that NCCEP will edit titles as appropriate in coordination with the session coordinator.

4. RATIONALE

In 200 words or less, explain why this presentation is important for the GEAR UP community and how it is relevant to NCCEP's [Excel, Prove, Mobilize national strategy](#). This information will be used to review and select sessions; it will not be included in the conference program.

5. CONTENT LEVEL

The Annual Conference will attract professionals from all experience levels. As such, please choose which level your session will be primarily for: New Grantees/Personnel, All Levels, or Advanced. NCCEP is actively seeking presentations to address advanced audiences, including practitioners and professionals with a high degree of experience in the college access, readiness, and success field.

- BEGINNER – This session is designed for GEAR UP professionals with limited experience in the field, who are in the start-up phase of their GEAR UP grant, or new to GEAR UP.
- INTERMEDIATE – This session is designed for those some level of experience in GEAR UP or the college access field (4-7 years).
- ADVANCED – This session is intended for those with a high level of experience in GEAR UP or the college access field (more than 7 years).

6. LEARNING OBJECTIVES

Learning objectives are succinct statements that define the specific goals of the session, including a description of the skills and/or knowledge that attendees will acquire from the session. This information will be included in the conference program.

Please list three learning objectives for this presentation from the participants' perspective; **begin each objective with a verb.**

Example: In this session participants will: (1) Demonstrate knowledge of key steps from a toolkit for implementing a quality parent/family engagement program; (2) Identify and discuss with peers strategies to effectively address the most challenging parent/family engagement issues; and (3) Experience an interactive activity to teach GEAR UP parents/families the essential elements of college fit and financing.

7. TARGET AUDIENCE

What are the primary audiences that will be targeted to attend this presentation? Your selection will be identified in the conference program. Attendees will use your selected categories to select sessions most relevant to them, so please choose the most applicable categories. (*Choose up to two*)

**GEAR UP Directors/Administrators
GEAR UP Coordinators/Site-Coordinators
Instructors/Teachers
College Access and Success Advisors**

**Evaluators/Researchers/Data Coordinators
Parent and Family Engagement Specialists
Other: Write-In**

8. CONTENT TAGS

Select the content area that apply most directly to your proposal. (Choose one) Although your session topic may be applicable to multiple categories, we ask that you choose the most relevant one.

- A. Track – Choose one of the below 11 topics that most accurately describe the subject of your proposal.
- **ACADEMIC & OTHER SUPPORT PROGRAMS** – Programming designed to promote and fulfill academic rigor and achievement; test prep; STEM; noncognitive
 - **CAREER READINESS & CTE** – Career preparation; facilitating successful transition into the workplace; career and technical education
 - **COLLEGE KNOWLEDGE & PLANNING** – Implementing actions and gaining knowledge necessary for entry into and successfully finishing college
 - **COLLEGE TRANSITIONS & 1ST YEAR PSE SUCCESS** – First-year postsecondary education (PSE) issues, challenges, and effective practices; facilitating first-year PSE success for students
 - **CURRICULUM & INSTRUCTION** – Theoretical and practical applications for teaching and learning techniques
 - **DATA, RESEARCH & EVALUATION** – GEAR UP program evaluation; research and evaluation design; data collection and utilization; data reporting
 - **FAMILY ENGAGEMENT** – Building and maximizing relationships with families/parents to support student success and development
 - **GRANT MANAGEMENT** – Documenting match, planning, reporting, grant writing, finance and administration, staff/professional development
 - **MOTIVATION & ENGAGEMENT** – Connecting with students; resilience and growth mindset, problem solving; leadership and confidence development
 - **PARTNERSHIPS** – Developing and sustaining effective partnerships for your GEAR UP program including in the community and with schools
 - **POLICY & ADVOCACY** – Federal, state, and district education policies; engagement with appointed and elected officials; securing buy-in with school/district leaders
 - **OTHER/ WRITE-IN** (Please provide a brief definition)

- B. Tag – Choose one of the below tags that most accurately describe the subject of your proposal. Although your session topic may be applicable to multiple categories, we ask that you choose the most relevant one.

7th Year	GEAR UP APR/FPR	Special Populations
Attendance	Growth Mindset	Staffing & Personnel
College Visits	Implementation Strategies	STEM
College-Going Culture	Instructional Practice	Strengthening Relationships
Communication Strategies	Mathematics	Summer Programming
Counseling & Advising	Mentoring	Survey
Data Utilization	Multi-Partner Initiative	Test Prep
Diversity and Inclusion	Planning Tools & Resources	Tutoring
Equity & Access	Program Design	Work-Based Learning
Evaluation Design	Research	Writing/Literacy
Financial Aid	Safety	Other/ Write-In
Financial Literacy	Social & Emotional Learning	
Formative Evaluation	Social Capital	

9. AUDIENCE ENGAGEMENT

During the presentation, how much time will be dedicated to audience interaction? Describe the strategies you will use to engage the audience. Interactive and hands-on sessions encourage audience participation and engagement with concepts and ideas, employ role play, and contain implementation strategies to help participants better understand and develop practical application of session content.

- A. In 50 words or less, describe engagement for your session. (*e.g., In this session, we'll break content into three sections. Each section will include a 15-minute lecture, followed by a 10-minute activity. The activities will include individual reflection on key questions, small group discussion, and large group sharing. The handout will include guiding questions and information for activities.*)
- B. Please choose the percentage of time you will use for interaction with the audience. (Choose from a range of 20% to 100%.)

10. SESSION FORMAT

What is the primary format that will be used during this presentation? This information will be used to review and select sessions; it will not be included in the conference program.

- Primarily a Facilitated Dialogue (must be at least 50% audience engagement)
- Primarily a Lecture
- Primarily a Panel
- Other - Write In

11. PRESENTATION ABSTRACT

In 100 words or less, provide your presentation abstract. If you are selected, **this is the abstract for your presentation as it will appear in the conference program**. By submitting the proposal, you are giving NCCEP the authority to edit the abstract, as appropriate.

The abstract should include:

- The format of your presentation. (*e.g., **In this panel**, we will explore the new simplified FAFSA application.*)
- The primary learning objective of the presentation. (*e.g., **In this session, we will provide information on best practices for working with undocumented students.** Please note this should align to objectives listed in question #6.*)

The abstract should be:

- Worded exactly as you want it to appear before a national audience in the conference program.
- Well written and carefully edited (please copy edit before submitting your proposal).
- Clear, concise, and compelling (why is the topic important or relevant?).
- Accurate in conveying the most important points of emphasis in the presentation and the type of presentation format that will be used (interactive discussion? demonstration of a model program?).
- Practical and clear in mentioning any specific deliverables that attendees will get from your session, such as a toolkit, a summary of key research, or a case study.
- Addressed to a relatively broad scope of the GEAR UP/college access community; if your session does have a specific target audience (such as evaluators, etc.), that should be noted in your abstract.
- Precise in describing session format, including any interactive components.

12. PHOTOS

Attach a head shot photo for each speaker. This photo will be included on the Annual Conference App. Save each photo with the speaker's full name prior to uploading. You may upload up to 10 photos. **Required Dimensions:** 300x300 pixels.

13. AGREEMENTS

By submitting the online proposal, you agree to the following terms. In the online application, you will be prompted to provide a signature.

- You agree that **you are responsible for providing your own projector (and any connectors) and laptop** for your presentation. NCCEP will provide a screen and microphones but is not responsible for providing an LCD projector or laptop for presentations. Sessions that are selected will be provided with an A/V order form if you choose to rent a projector and/or laptop from the hotel; if this is the case, your organization will be responsible for the cost.
- You agree that you are responsible for notifying NCCEP of **any** changes to your presenters or updates to your session. Speaker substitutions are discouraged.
- You confirm that you or your organization has the funds available to attend and present at the Annual Conference if your session proposal is selected.
- You agree to **submit your presentation Power Point, handouts, and/or other resources** to be posted to the Conference App by email at RFP_Proposals@edpartnerships.org by June 26, 2020.
- You agree that **you are responsible for registering and paying the registration fee** for the 2020 NCCEP/GEAR UP Annual Conference no later than May 29, 2020.

Submit Your Proposal Online (Use the Link Below)

The deadline for proposal submissions is **December 13, 2019.**

Before submitting your proposal online, make sure to note the formatting requirements (word limits, etc.) in the proposal information above, copy edit carefully, and save a copy for your records.

After successfully submitting your proposal, the submitter will receive a confirmation email that includes a PDF of your responses. NCCEP and the submitter's GEAR UP director (if applicable) will be copied on the email.

Please contact tyrec_grooms@edpartnerships.org if you have any questions or issues submitting your online proposal.

To begin the online proposal submission process, [click here](#).