

# Checklist for Submitting your Proposal Form

Below is information that you will need before completing the presenter proposal form.

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**Program Strands** You will select all strands that apply.

## **Strand 1 - Career Counseling, Career Development, and Career Advising**

- Academic advising to support pathways
- Career assessment
- Career awareness/exploration/development
- Career coach/navigation services
- College and career planning
- Career roadmap for advising
- Counseling
- Parental engagement
- Portfolios
- Recruitment and retention
- Supporting special populations

## **Strand 2 - Designing / Delivering Programs**

- Accelerated adult education models
- Adult career pathways
- Apprenticeships & pre-apprenticeships
- Competency-based education
- Contextualized instruction
- Course sequencing
- Credit for prior learning
- Curriculum alignment
- Dual and articulated credit
- Evidence-based best practices
- Industry certifications
- Integrated education and training (IET) models
- Stackable credentials
- Work-based learning continuum
- Workforce preparation: essential/employability/soft skills

## **Strand 3 - Developing and Sustaining Partnerships**

- Career pathways system development
- Employer engagement
- Facilitating transitions
- Funding/grant writing
- Measurement and accountability
- Partnership development/management
- Policy and program alignment

## **Strand 4 - Workforce / Economic Development**

- Corporate training
- Employer advisory councils
- Integrated services
- Labor market intelligence
- System transformation
- Reentry programs
- Talent development strategies
- WIOA administration to support pathways
- Workforce board partnerships

**Title of Presentation** Maximum: 12 words.

The title should clearly communicate what the presentation is about.

**Description of Presentation** Maximum: 50 words.

Describe what conference attendees can expect to learn from your session and how they will benefit from it and what they will take home. This description will appear in the conference program book. Priority will be given to engaging / interactive presentations that have take-aways.

**Abstract** Maximum: 100 words.

Give a brief summary of what you plan to accomplish in your session and how you will present it. Tell what attendees will take home and implement. This information will not be published and is used only for evaluating presentations.

**Room Setup** Will the room be set in theater or in rounds?

**Will this session be presented in panel format?** Will you need head tables with microphones for your panelists?

## Audience

You will select all that apply.

**Audience Level:**

Secondary Education  
Postsecondary Education  
Adult Education  
Workforce Development  
Business

**Audience Position:**

Faculty  
Counselor  
Administrator  
Staff  
Employer

**Content Level of Presentation** (Select one)

- Beginner
- Intermediate
- Advanced

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## Reference Information

You will provide the name and contact information for someone who can attest to the quality of your proposed session and presentation skills.

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## Co-Presenter Information

You will need to provide the names and contact information for each co-presenter.