



TACVPO Annual Conference: Call for Workshop Presentation Proposals

Information Sheet

The TACVPO Executive Board invites proposals for innovative and diverse workshop presentations for the TACVPO Annual Conference. Presentations should help educate administrators who serve the needs and interests of veterans and their family members in higher education institutions or agencies across the nation.

Workshop Session Format: 60 minute sessions

1. **Presentation**: Traditional conference presentation by one or multiple person(s). Presentation should provide an in-depth examination of the topic(s) of interest. Proposal must include a full description of what will be presented, intended audience and expected outcomes for the session. Each presentation should allow at least 10 minute or more for Q&A or discussion time.
2. **Panel**: Panels should consist of 3-5 members. Each member should have a few minutes to make an introductory presentation which will be followed by interactive discussion with the audience. Panel proposals should include the topics each panelist plans on addressing, intended audience and expected outcomes for the session. Panel sessions should focus on lessons learned, challenges and issues encountered and how issues were addressed and not a 'show and tell' of a university or program.
3. **Demonstration**: A workshop session designed to provide opportunity for informal discussions, brainstorming, how-to or interactive hands-on experience. Presenter(s) must provide topics for discussion, goals of the session and forms of interaction with the audience in the proposal.

When completing your proposal, ensure that enough details are clearly given so that the TACVPO board may be able to assess the following information:

- Name and title of all presenters AND each presenter's institution or agency name
- Title of workshop session
- Format of workshop session
- Goals or intended outcomes
- Clear description of what will be covered
- Intended audience (IE: 2-Year, 4-Year, Private, Public, New, Seasoned, Other, All)
- Needs of presenters
- Proposal Contact and Contact Information for each presenter

Review Criteria

The TACVPO board encourages proposals which address some or all of the following qualities:

- **Original:** the proposal explores a new idea, project or issue; discusses new research; or presents new ways of considering existing information.
- **Engaging:** session will stimulate and provoke discussion and engage the audience.
- **Significant:** the proposal raises and discusses issues important to improving the effectiveness and/or sustainability of veteran education efforts. Contents can be broadly disseminated and understood.
- **Quality:** claims are supported by sufficient data; delivers best practices.
- **Clear:** the intended outcomes of the session are easily understood.
- **Relevant:** the proposal addresses items relevant to the education of those who serve veterans and their family members.

Disclaimer

Since this is a training conference, the majority of workshop sessions will be taught by VA representatives and Texas Veterans Commission representatives, there is a very limited amount of these proposed session slots available; however, the TACVPO board invites your innovative proposal.

TACVPO Conference Workshop Session Proposal Form

The TACVPO Board invites proposals for innovative and diverse workshop presentations for **TACVPO 2018** Annual Conference. Presentations should help educate administrators who serve the needs and interests of veterans and their family members in higher education institutions or agencies across the nation.

Instructions:

1. Read the TACVPO Annual Conference: Call for Workshop Presentation Proposals Information sheet.
 2. Complete each section of the form below
 3. Scan and email the completed form to TACVPO Board Member, Bernice Flett:
Bernice.Flett@ttu.edu no later than the deadline: **Dec. 1, 2017.**
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Name of Presenter 1:
 Title of Presenter 1:
 Institution or Agency 1:
 Contact Email
 Contact Phone

Name of Presenter 3:
 Title of Presenter 3:
 Institution or Agency 3:
 Contact Email
 Contact Phone

Name of Presenter 2:
 Title of Presenter 2:
 Institution or Agency 2:
 Contact Email
 Contact Phone

Name of Presenter 4:
 Title of Presenter 4:
 Institution or Agency 4:
 Contact Email
 Contact Phone

Title of Workshop Session:

Format: Presentation Panel Demonstration

Intended Audience: All 2-Year Institutions 4-Year Institutions Private Institutions

Public New Officials Seasoned Officials Other: _____

Goals or Intended Outcomes:

Clear description of what will be covered:

Needs of Presenter(s):