

TACVPO 2019 Session Guidelines

The Executive Board has developed the following guidelines for consideration when completing session proposal forms for the TACVPO 2019 Conference.

General Guidelines

Session Length: Each session will be approximately 60 minutes in length. Session presenters or facilitators are encouraged to provide a minimum of ten minutes for questions and answers during the session.

Suggested Formats:

1. Presentation – Traditional conference presentation by one or multiple person(s).
2. Panel – Panels typically consist of 3-5 panelists and a facilitator. Prepared topics or questions are typically provided to panelists in advance to ensure panelists are well prepared.
3. Demonstration – An opportunity for informal discussion, brainstorming, and/or hand-on experience.

Session Tracks:

Based on feedback from previous conference attendees, the Executive Board is soliciting proposals that fit into three tracks. These tracks include:

1. Certifications/Benefits – Sessions within the certification/benefits track provide information related to benefit information, benefit certification processing, compliance and other related topics.
2. Student Support – Sessions within the student support track provide information related to services designed to promote successful transition for Veterans and military affiliated students into educational programs and careers; with a focus on student retention and success.
3. Technology – Sessions within the technology track focus specifically on how technology can be used to provide data to stakeholders, enhance operational efficiency, and improve student experience, and monitor success.

Proposal Review Criteria

Session proposals will be evaluated based on:

1. **Originality:** the proposal explores a new idea, project or issue; discusses new research; or presents new ways of considering existing information.
2. **Engaging:** session will stimulate and provoke discussion and engage the audience.
3. **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.
4. **Quality:** claims are supported by sufficient data; delivers best practices.
5. **Clear:** the intended outcomes of the session are easily understood.
6. **Relevant:** the proposal addresses items relevant to the education of those who serve veterans and their family members.