



## Texas Association of Collegiate Program Officials (TACVPO)

### TACVPO Session Proposal General Guidelines

The annual Texas Association of Collegiate Veteran Program Officials (TACVPO) conference is only a few months away. As we fill out our agenda, we are soliciting session proposals over a range of topics that will fit into our conference tracks (see attached) the overall theme of the 2023 conference is "Creating an Atmosphere of Collaboration and Innovation" to highlight our important collaborative partnerships.

This is an opportunity to highlight how your program has been innovative in meeting the needs of military connected students and share your positive outcomes with institutions from across the state. By submitting a proposal, you are contributing to the professional development of your colleagues and opening the doors for collaboration and advancement.

#### General Submission Guidelines

- **TACVPO Membership:** Is not required in order to submit a proposal, present, and register for the event.
- **Session Length:** Each session should be approximately 45 minutes in length. Session presenters or facilitators are encouraged to provide a minimum of 10 minutes for questions during the session. The opportunity for a double (90 minute) or multiple sessions (2-45 minute sessions) may be available.
- **Submission Deadline:** January 15, 2023
- **Submit to:** Monic Galvan, Secretary- [mglavan@lrgvdc.org](mailto:mglavan@lrgvdc.org) or Philip Hoy, 1st Vice-President - [phoy@dallascollege.edu](mailto:phoy@dallascollege.edu)
- **Conference Registration:** Presenters are responsible for registering in advance for the conference if they intend to participate in other agenda items or meals.
- **Travel and Lodging:** Regardless of conference attendance all presenters are responsible for securing and paying for travel and lodging. Lodging can be secured through the conference hotel, visit the TACVPO website for details.
- **Session Resources:** Presenters will be required to upload their presentation and supporting materials and resources prior to the conference. If your proposal is selected, you will be provided with further instructions on uploading your presentation materials.
- **Abstract Requirements:** Proposal abstracts will be used as the public description of the session in the conference program. Abstracts should be 50 words or less and written in English.
- **Submission Limit:** Each individual may be listed as a presenter or author on a maximum of 2 proposals.
- **Correspondence:** The person who submits the proposal is the primary contact and is responsible for all communications and coordination on behalf of all co-presenters.
- **Technology:** Breakout rooms will have standard presentation technology available.
- **Scheduling:** Presentations will be scheduled for Wednesday, March 29, 2023. 3-4 breakout sessions will run concurrently during each 45-minute time slot. The organizers will determine final time slots to ensure a cross section of presentations are available. Please include any scheduling conflicts in your proposal.

#### Suggested Session Formats

- **Facilitated Discussion** - Provide opportunities audience participation regarding campus challenges and solutions through conversational exchange. The intent is to actively engage the audience participants in dialogue about hot topics or broad issues. Presenters (1-2) should facilitate the sharing of experience among session attendees



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- **Informative Presentation** – Traditional conference presentation by one or multiple presenter(s). These sessions are opportunities to share topics of interest, lessons learned, foresight, or evidence of impact related to a conference theme. Please include opportunities for audience engagement.
- **Panel Discussion** – Panels consist of 3-5 (no more than 5) panelists and a facilitator. Prepared topics or questions should be provided to panelists in advance to ensure panelists are well prepared. Panels should represent two or more opposing viewpoints for a lively group discussion. The best panels and group presentations have diversity in perspectives as well as diversity of panelists—organizationally and demographically speaking

### Conference Tracks

Each presentation/panel should fit into one of the four below tracks that support military-affiliated students in higher education. The committee has identified six tracks for 2023 conference. Preference will be given to the proposals that include innovative programs within one of the listed areas.

- **External Collaborations and Partnerships** – Collaborative relationships and/or partnerships with key organizations external to your institution (including other educational organizations) to best support the military-affiliated student population.
- **Communication** – Practical guidance for more effective communication in today's higher education environment.
- **Best Practices and Policies** – Innovative or successful practices, programs, and services.
- **Networking** – Developing and maintaining effective connections, both internal and external to support success of military-affiliated students.
- **Student Engagement and Success** – Engagement of students in all stages of their academic journey.
- **Innovation and Emerging Technologies** – Application of technology in service to students,

### Proposal Evaluation

Proposals will be selected to ensure the conference offers a comprehensive, objective, and diverse program addressing issues common to the memberships. Proposals that clearly describe innovative and collaborative efforts related to the success of military connected students will be given the highest priority in the selection process. To ensure there is fair representation, attention will be given to including a diversity of institutions/organizations (2-year, 4 year, private NCD etc.)

Proposals will be reviewed by the TACVPO board and invited peer reviewers using the following criteria:

- **Relevance of Topic:** Is the topic of relevance, importance, value, and/or interest to higher education?
- **Innovations:** Does the presentation include best practices, innovative techniques, and/or effective methods applicable to multiple institutions.
- **Professional development:** Is the content relevant to the education and professional development of those who work with military connected student populations.



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- **Audience engagement:** Is a method for engaging audience participants included and appropriate for the session type.
- **Session Outcomes Achievability:** Is there alignment between the stated session outcomes and the proposal description?
- **Quality of Submission:** Does the proposal demonstrate quality, as measured by accuracy, clarity, comprehensiveness, and depth of demonstrated understanding of the topic? Does the description clearly describe the main points of the presentation and intended audience?

### Submission Timeline: 2023

- RFP Published: November 11, 2022
- Submission Deadline: January 15, 2023
- Acceptance Notifications: January 30, 2023
- Technology Requests: February 15, 2023
- Pre-Recorded Presentation deadline: February 28, 3 2023
- Final Session Schedule Published: February 28, 2023
- Submission of session materials for website: March 20, 2023
- Conference: Live presentations March 28, 2023

If you have any questions, please do not hesitate to reach out to any of the board members.

Thank you for your support!