

NAACO 2021 Call for Proposals

If you are interested in submitting a proposal to present an education session during the 2021 NAACO Annual Conference, please complete the application form below.

Deadline: September 18, 2020

In order to be considered, submitted proposals must be complete including all requested details. If co-presenting with a sponsor, the presenter from the member institution should complete the form.

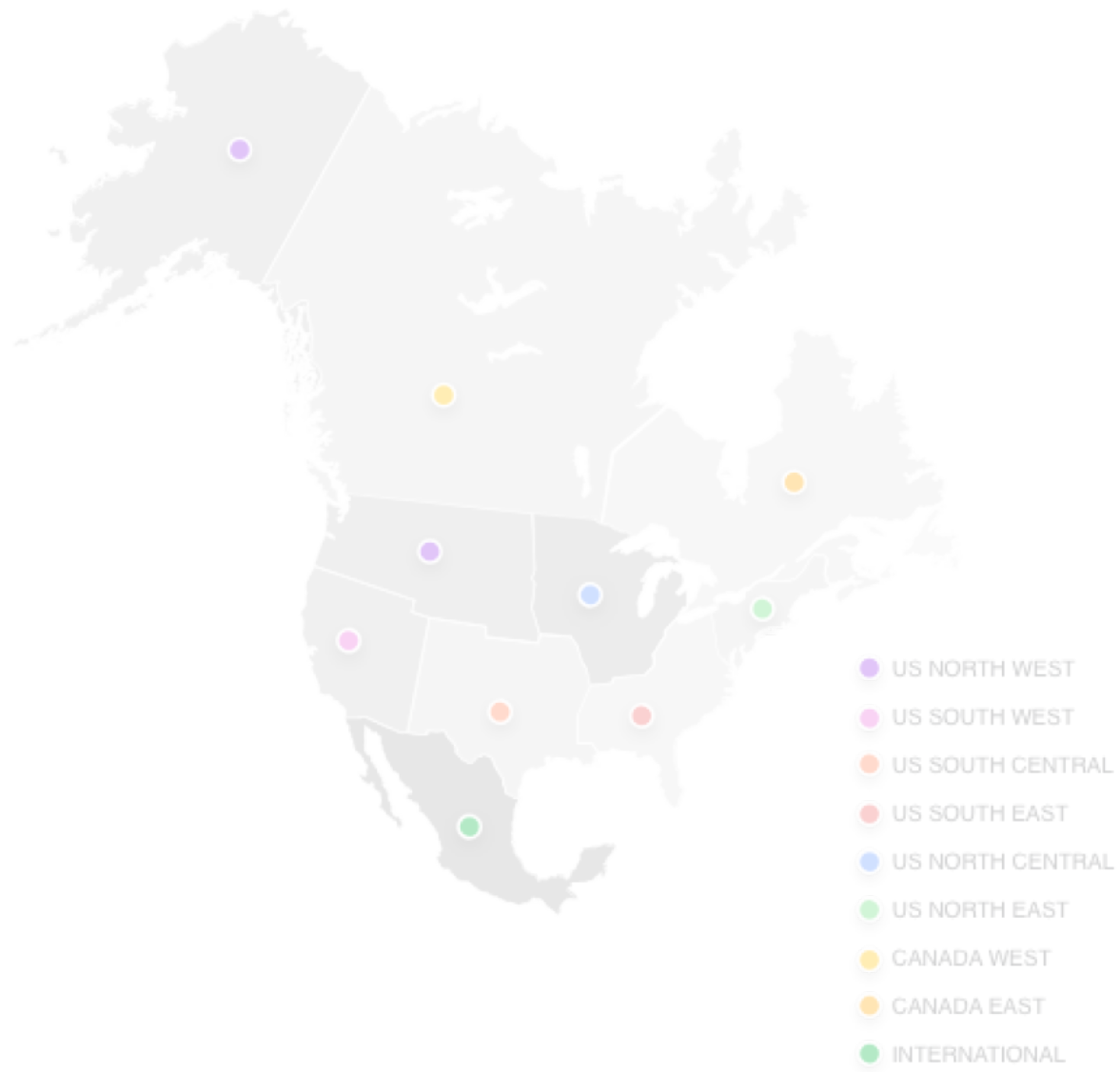
Should you have any questions, please contact us at info@naaco.org.

Please provide the following information:

* 1. Primary Presenter Information

First Name	James
Last Name	Curtis Jr
Title	Director
Institution	Internet Graduate Research Institute
Street Address	5030 1ST ST NW 301
Address Line 1	JECJEF Libraries
City	Washington
State/Province	District Of Columbia
Zip/Postal Code	20011
Country	United States
Telephone	2027187796
Email	jamesjr@jecjef.net
NAACO Region	Se
Office department/name	The Office of the President
Directly reports to:	Education Foundation, The Office of the President
Years in current position	3
Years with institution	3

* 2. What is your NAACO Region?



US South East ▼

* 3. Primary Presenter Bio. Please provide a short biography or statement that will be included in the conference information. Please keep this statement to 100-150 words maximum.

2021 Summer Intern, Legal Analyst, Office of Ethics and Civil Rights, General Services Administration, Washington, DC

* 4. Please indicate the size of your institution:

- 1-5,000 25,001-40,000
- 5,001-15,000 40,001+
- 15,001-25,000

5. Co-presenter 1 Information

Co-presenter 1
Name

Co-presenter 1
Email

Co-presenter 1
Institution

Co-presenter 1
Office/department name

Co-presenter 1
Directly reports to:

Co-presenter 1 -
Years in current position

Co-presenter 1 -
Years with current institution

6. Co-presenter 2 Information

Co-presenter 2
Name

Co-presenter 2
Email

Co-presenter 2
Institution

Co-presenter 2
Office/department name

Co-presenter 2
Directly reports to:

Co-presenter 2 -
Years in current position

Co-presenter 2 -
Years with current institution

7. Co-presenter 3 Information. If you have more than 3 co-presenters, please contact us at info@naaco.org.

Co-presenter 3
Name

Co-presenter 3
Email

Co-presenter 3
Institution

Co-presenter 3
Office/department
name

Co-presenter 3
Directly reports
to:

Co-presenter 3 -
Years in current
position

Co-presenter 3-
Years with
current
institution

8. Please provide a 100-150 word statement or bio for co-presenter 1 (if applicable)

9. Please provide a 100-150 word statement or bio for co-presenter 2 (if applicable)

10. Please provide a 100-150 word statement or bio for co-presenter 3 (if applicable)

* 11. Presentation Title: (This must be a final title for inclusion in the conference brochure/notebook if your session is selected)*

Ceremony Checklist 2020

* 12. Main topic(s) and objective(s). Include learning outcomes in either narrative or bullet point format. Three major outcomes are required:

1.1, Cooperation, 2.9, Employment for Graduates, High Skill

3.1, Sociological Success,

* 13. Presentation Description: (no more than 200 words). This will be used as your session description for the conference notebook if your session is selected:

ceremony checklist 2020 Commencement and graduates will attempt to increase the likelihood of 1.1, Cooperation, 2.9, Employment for Graduates, High Skill , 3.1, Sociological Success,

* 14. Please provide a description of how your presentation would be relevant for attendees.

The presentation is a checklist for Commencement Officers, with Sociological Success factors.

* 15. Please indicate which of the following constituency group(s) will be discussed in our presentation:

Graduates

Donors

Alumni

Parents and family

New students

Regents and other administrative officers

Current students

Other (please specify)

Communities seeking Diversity and Inclusion Programs

* 16. Have you presented this session before?

Yes

No

If yes, where and when did you present this session?

* 17. Are you a Certificate Program Track 2 participant wanting to present as a part of the member engagement requirement?

Yes

No

* 18. Are you willing to lead a round-table discussion on your topic in place of or in addition to an education session?

No

* 19. Would you be willing to offer your session more than once?

Yes

No

* 20. Would you be willing to present this session in a virtual environment?

Yes

No

* 21. With a virtual component of the conference in mind, the committee is evaluating different lengths of sessions. Please indicate if you are able to give your full presentation, including Q&A, in the following increments. Check all that apply.

30 minutes

45 minutes

60 minutes

75 minutes

* 22. Please indicate the appropriate audience level for your presentation.

Newcomers (less than 3 years experience)

Mid-level (3-8 years experience)

Advanced (8 or more years experience)

All of the above

* 23. Your presentation may be selected as a required or optional session for the NAACO Academic Ceremonies Certificate Program. In order to help us determine the appropriateness of your session for program participants, please indicate if any of the following topics will be covered in your session.

Regalia

Basics of academic ceremonies

- Degree conferral
- Honorary degrees
- Inaugurations
- Staging and AV
- Flags, gonfalons, and symbols of office
- Risk management
- Diploma management, production, and distribution
- Protocol
- Leadership
- Environmental sustainability
- Senior administration support
- Change management
- Accessibility

* 24. Please indicate the format of your presentation

- Case study (a review of a project, process, or experience you improved/changed/implemented and how you did it)
- Informational (sharing your own expertise on a particular theme/idea/topic)
- Panel discussion (exploring a particular theme/idea/topic)

* 25. Since this will be a virtual event, please indicate which of the following you as well as your co-presenters will have access to during the conference.

- Hardwired Internet connection
- Wifi Internet connection
- External microphone connected to computer
- Built-in computer microphone
- Other (please specify)
- Ring light
- Additional lighting
- None

26. Please provide a 60 second video pitching your session. These videos will be used by the Education Committee in their review and selection of presentations.