

PRESENTATION SUBMISSION GUIDELINES

Presentation content should relate to the conference theme. Appropriate formats include panels, papers to read, PowerPoints, posters, and demonstrations.

Sessions should address one or more of the learning outcomes for the diversity conference:

1. Increase understanding of the interdependence of people (understand personal role within a community, citizenship)
2. Increase knowledge and skill in one's capacity to lead a department, team or unit.
3. Increase knowledge of self and self-improvement.
4. Increase knowledge and skills necessary for future employment.
5. Increase awareness of the ethnic, cultural and global community in which we are a part.

Presentation Guidelines

- Concurrent session slots are one hour and fifteen minutes long; please allow time for audience interaction, and a session of Q & A.
- All conference locations are outfitted with computers, projectors and screens. Additional AV equipment must be requested in presentation proposal.

Presentation Date and Time

- Presentations to be given at the conference on Monday, March 22, 2010.
 - Session 1: 9:30 – 10:45 a.m.
 - Session 2: 11:00 – 12:15 p.m.
 - Session 3: 2:00 – 3:15 p.m.
- We may ask some programs to be repeated due to expected popularity of some topics.

Method of Submission

Presentation proposals should be submitted by email as a Word attachment to Lisa Hess at hesslb@jmu.edu. (She will confirm receipt of your proposal and distribute to selection committee from this central address.)

Review and Notification Process

Deadline for Submission of proposals is Monday, November 30, 2009.

After the proposal review process is complete, e-mail notifications will be sent to those whose proposals were accepted no later than December 9, 2009. E-mail notifications for the declined proposals will be sent no later than December 11, 2009.

Tips for Creating Excellent Proposals

Answer these questions to help you craft your presentation: What will the learner know or be able to do after attending your session? So what, Now what?

How does your presentation speak to any or all of these outcomes?

Be sure you can deliver what you promise in your proposal.

PRESENTATION PROPOSAL FORMAT

Title of Session: A good title will arouse curiosity and inform the prospective participant as to the content of the activity.

Abstract (maximum 80 words): Provide a brief summary of the content of the session and a single sentence completion for the phrase: "The participants who would gain the most from this session are..." This will be used on J-ESS during conference registration.

Contact: Name, Title, Affiliation and contact information (phone & email) for the primary contact for the program. This person will handle all program-related communication.

Presenters: Name, Title, Affiliation and contact information for all presenters, including contact (if a presenter). If not all have been settled, please indicate those asked and/or likely composition of the group. Please note that all presenters are expected to register for the conference.

Description of program (maximum 750 words):

Audio-Visual: Please indicate what audiovisual aids you absolutely require: for example, a digital projector and screen, overhead projector, easel and newsprint, etc. Please respect our efforts to keep the conference costs low, and request only essential equipment. All conference locations are outfitted with computers, projectors and screens.

Are you willing to repeat the presentation? We may ask some presentations to be repeated due to expected popularity of some topics.

Please indicate your time preference if applicable:

- Session 1: 9:30 – 10:45 a.m.
- Session 2: 11:00 – 12:15 p.m.
- Session 3: 2:00 – 3:15 p.m.