Proposal Submission Guidelines

The Advisor Training and Development (ATD) Team invites you to submit a proposal to be considered for the ATD Programming Menu. If you are interested in gaining presentation experience, collaborating with campus partners, and sharing knowledge and expertise to support student success, read below to learn more about this opportunity.

Programming Topics
Professional and Graduate Student staff are welcome to submit a proposal on topics relevant to the UCF advising and coaching community. The following topics below were among the top five requested, based on an interest assessment completed at the January 2021 AEP meeting.

- Professional/Personal Development
- At-Risk Student Populations (i.e. probation, early alert, etc.)
- Specific Student Populations (i.e. international students, transfer students, etc.)
- Diversity, Equity, and Inclusion
- Self-Care/Stress Management/Team Morale

Application Details
Please review the required details below to ensure you have all the information required before submitting your proposal.

- Presenter(s) contact information
- Topic area
- NACADA Core Competencies addressed by program (you will select 1-5)
- Working Title
- Program Objectives or Learning Outcomes (2-5)
- Program Description (2-4 sentences)
- Program Outline (Approximately 250 words - 2,000-character limit)
- Time Length (30, 60 or 90 minutes, 2 hours)

Additional Information
Please review the following guidelines and considerations.

- Presenters may be asked to collaborate with other presenters submitting a similar program topic
- Multiple program ideas must be submitted on separate program proposal forms
- Presenters who are eligible to complete the SSA Certificate will receive credit for a Level 3 Gold Participation requirement (facilitate an Advisor training/PD)
- Program participants will be required to complete the SSA Programming Survey at the conclusion of your presentation
- Program marketing, scheduling, and facilitation support will be provided by the ATD team
- If a program proposal is accepted, supervisor approval is required to present

Priority Deadlines
Programs will be considered on a rolling basis. However, proposals submitted by the deadlines below will be given priority consideration for those specific semesters and/or events.

<table>
<thead>
<tr>
<th>Summer 2021*</th>
<th>March 19</th>
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<tbody>
<tr>
<td>Fall 2021</td>
<td>July 9</td>
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<tr>
<td>Spring 2022</td>
<td>November 1</td>
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*Includes program consideration for NACADA Global Advising Week (May 3-7)

Access the Proposal Application [here](#)