



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 invited to submit a proposal on topics relevant to the UCF advising and coaching community. Proposals might address topics such as student retention, supporting diverse student populations, advising or coaching approaches, technology, and professional self-care.

If you presented a topic at a regional or national conference, consider submitting a proposal to share that presentation with the UCF advising community.

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 (2,000 characters which is approximately 250 words)
- 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 are considered on a rolling basis, but maximum consideration for inclusion in the subsequent semester programming menu will be given for programs submitted prior to the priority submission deadlines for each respective semester. Priority deadline information is available on the [SSA website](#).

[Access the Proposal Application here](#)