

RFP

Request for Proposals



2017 NCCEP/GEAR UP Annual Conference

Request for Proposals – Submission Guidelines

Questions on the Online Proposal Submission Form

Thank you for your interest in the **2017 NCCEP/GEAR UP Annual Conference to be held July 16-19, 2017**, in San Francisco, California! Please make sure to carefully read NCCEP's 2017 Request for Proposals Submission Guidelines prior to completing the online submission form. All proposals must be submitted using [this online form](#).

Please note that a maximum of four applications are allowed per GEAR UP grantee. Important: please coordinate all proposals with your GEAR UP director to ensure your program does not submit more than four proposals.

The online proposal submission deadline is: **February 17, 2017**.

1. HOW MANY PRESENTERS WILL PARTICIPATE IN YOUR SESSION?

Due to time constraints, we strongly recommend no more than five presenters. If you have more than five, you will be required to provide a rationale and the following information: (a) presenter role(s); (b) use of time; and (c) additional presenter information (name, title, organization, GEAR UP program, and email).

2. PLEASE ENTER ALL INFORMATION REQUIRED FOR THE PRESENTERS.

The primary presenter listed will be the point of contact for this proposal. If your session is selected, speaker information will be used in the conference program exactly as listed (with the exception of contact information). Due to program restraints, we will only include doctorate-level credentials after a speaker's name. Please use the following format: Speaker Name A, Ph.D.; Speaker Name B, Ed.D.

The application requires the following information for the primary presenter: (a) full name, (b) title, (c) organization, (d) GEAR UP program affiliation, (e) city, (f) state, (g) phone number (including area code), (h) cell phone (including area code), and (i) e-mail address.

For all other speakers (up to four), the following information is required: (a) full name, (b) title, (c) organization, (d) GEAR UP program affiliation, (e) city, (f) state, and (g) e-mail address.

**If you have more than five presenters, a text box will be provided where you will need to include a rationale and the following information: (a) presenter roles; (b) use of time; and (c) additional presenter information (name, title, organization, GEAR UP program, city, state, and email).

3. PRESENTATION TITLE

A good title is memorable, concise, and quickly conveys the value of the session (why attend?). If you are selected, this will be the title of your presentation as it will appear in the conference program.

*15-word maximum (shorter titles are preferred). Please do a word count before submitting your title. NCCEP may need to edit titles as appropriate.

4. RATIONALE

In 200 words or less, explain why this presentation is important for the GEAR UP community and how it is relevant to NCCEP’s *Excel, Prove, Mobilize* national strategy. This information will be used to review and select sessions; it will not be included in the conference program.

5. ADVANCED SESSION

NCCEP is actively seeking presentations to address advanced audiences, including practitioners and professionals with a high degree of experience in the college access, readiness, and success field. Would you like your session promoted as an advanced session? (Yes/ No)

6. LEARNING OBJECTIVES

Learning objectives are succinct statements that define the specific goals of the session, including a description of the skills and/or knowledge that attendees will acquire from the session. This information will be used to help select presentation proposals. Learning Objectives will not appear in the conference program, unless you specifically include them within the abstract.

Please list three learning objectives for this presentation from the participants’ perspective; begin each objective with a verb. If there are more than three, use the comment box to list any remaining learning objectives.

Example: In this session participants will: 1. Demonstrate knowledge of key steps from a toolkit for implementing a quality parent/family engagement program; 2. Identify and discuss with peers strategies to effectively address the most challenging parent/family engagement issues; and 3. Experience an interactive activity to teach GEAR UP parents/families the essential elements of college fit and financing.

7. AUDIENCE

Who are the primary and secondary audiences that will be targeted to attend this presentation? (Choose from list below).

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| Program Leadership | Summer Program Specialists |
| GEAR UP Directors | Counselor/Advisor Leadership |
| GEAR UP Coordinators/Site-Coordinators | K-12/Higher Education Counselors |
| District Leaders | College Access Advisors |
| School Leaders | Financial Aid Advisors |
| Higher Education Administrators | Career Advisors/CTE Specialists |
| Fiscal/Grants Managers | Mentors/Near-Peer Mentors |
| GU Partners | Evaluation Leadership |
| Academic Leadership | GU Principal Investigators |
| Instructional/Curriculum Specialists | Evaluators/Researchers/Data Coordinators |
| K-12 Teachers/Instructors | Engagement Leadership |
| Higher Education Faculty/Instructors | Communications Specialists |
| Tutors/Near-Peer Tutors | Parent and Family Engagement Specialists |
| Advisors/After-school Specialists | Community Specialists |

8. SESSION FORMAT

What is the primary format that will be used during this presentation? This information will be used to review and select sessions; it will not be included in the conference program.

- Primarily a Facilitated Dialogue
- Primarily a Lecture
- Primarily a Panel
- Other - Write In (Required)

9. AUDIENCE INTERACTION

During the presentation, how much time will be dedicated to audience interaction? Highly interactive sessions are preferred. This information will be used to review and select sessions, it will not be included in the conference program.

Please choose the percentage of time you will use for interaction with the audience. (Choose from a range of 20% to 100%.)

10. PRESENTATION ABSTRACT

In 100 words or less, provide your presentation abstract. If you are selected, this is the abstract for your presentation as it will appear in the conference program. NCCEP may edit abstracts as appropriate.

The abstract should include

- The format of your presentation. (e.g., ***In this panel, we will explore the new simplified FAFSA application.***)
- The primary learning objective of the presentation. (e.g., ***In this session, we will provide information on best practices for working with undocumented students.***)

The abstract should be

- Worded exactly as you want it to appear before a national audience in the conference program.
- Well written and carefully edited (please copy edit before submitting your proposal).
- Clear, concise, and engaging (why is the topic important or relevant?).
- Accurate in conveying the most important points of emphasis in the presentation and the type of presentation format that will be used (interactive discussion? demonstration of a model program?).
- Specific in outlining participant outcomes. Please include one or more learning objectives such as the following: “the presenters will demonstrate...” or “attendees will analyze...”
- Practical and clear in mentioning any specific deliverables that attendees will get from your session, such as a toolkit, a summary of key research, or a case study.
- Addressed to a relatively broad scope of the GEAR UP/college access community; if your session does have a specific target audience (such as evaluators, etc.), that should be noted in your abstract.

11. GEAR UP AFFILIATION

Please choose the primary type of GEAR UP program(s) affiliated with this presentation.

- Partnership Grant - The presenter(s) in this proposal represent one or more partnership GEAR UP grant(s).
- State Grant - The presenter(s) in this proposal represent one or more state GEAR UP grant(s).
- Both State and Partnership Grants - The presenter(s) in this proposal represent both state and partnership GEAR UP grants.
- Other Organization - The presenter(s) in this proposal represent an organization working in the college access and success field that is not a GEAR UP grant
- GEAR UP Grant(s) and Other Organization(s) - The presenters in this proposal represent a mix of GEAR UP grants and other organizations.

12. AGREEMENTS

By submitting this proposal and signing below, you agree to the following three actions. In the online application, you will be prompted to provide a signature.

- You agree to **submit your presentation Power Point, handouts, and/or other resources** to NCCEP at RFP_Proposals@edpartnerships.org prior to the 2017 NCCEP/GEAR UP Annual Conference, July 17 - 20, 2017.
- You agree that **you are responsible for providing your own PROJECTOR and LAPTOP** for your presentation. NCCEP will provide a screen and microphones, but is not responsible for providing a projector or laptop for presentations. Sessions that are selected will be provided with an AV order form, if you choose to rent from the hotel.
- You agree that **you are responsible for registering** for the 2017 NCCEP/GEAR UP Annual Conference.

STEP 3: Submit Your Proposal Online (Use the Link Below)

The deadline for proposal submissions is February 17, 2017.

Before submitting your proposal online, make sure to note the formatting requirements (word limits, etc.) in the proposal questions (above), copy edit it carefully, and save a copy for your records.

After successfully submitting your proposal, make sure to send an email to [NCCEP](#) confirming that you have submitted your proposal online. Include the following in the email:

- Title of your presentation in the subject line
- Name and contact information (including a phone number) of the person submitting the proposal (who also needs to be one of the presenters)
- The official name of your GEAR UP grant (or other organization)
- Important note: If you are not the GEAR UP director, make sure to cc your GEAR UP director when you send the confirmation email to NCCEP.

To begin the online proposal submission process [click here](#).