



RFP

REQUEST FOR PROPOSALS

2019 NCCEP/GEAR UP Annual Conference

Request for Proposals – Submission Guidelines

Thank you for your interest in presenting at the **2019 NCCEP/GEAR UP Annual Conference to be held July 14-17, 2019**, in San Francisco, California. Please make sure to carefully read NCCEP's 2019 Request for Proposals Submission Guidelines prior to completing the online submission form. All proposals must be submitted using [the online form](#).

The NCCEP/GEAR UP Annual Conference is the nation's largest convening of GEAR UP leaders, practitioners, partners, students, and parents. The conference reaches up to 1,800 attendees and features over one hundred concurrent sessions and an array of special programs.

Please note that a maximum of **four** applications are allowed per organization/GEAR UP grantee. For GEAR UP staff completing the application, please coordinate all proposals with your GEAR UP director to ensure your program does not submit more than four proposals, and to also ensure that your GEAR UP director is aware of your intention to submit a proposal.

The online proposal submission deadline is: **February 22, 2019**.

Information on the Online Proposal Submission Form

1. NUMBER OF PRESENTERS IN 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). NCCEP must approve your request for more than five presenters prior to your presentation acceptance.

2. REQUIRED PRESENTER INFORMATION

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 examples: 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) city, (d) state, (e) email address, (f) bio (*150 words max.*), (g) phone number (including area code), (h) cell phone (including area code), (i) organization name and type, (j) GEAR UP Director's name and email (*if applicable*).

For all other speakers (up to four), the following information is required: (a) full name, (b) title, (c) city, (d) state, (e) email address, (f) bio (*150 words max.*), (g) organization name and type, (h) GEAR UP Director's name and email (*if applicable*). It is important to enter this information carefully and accurately for all speakers as we will use the contact information to send important updates.

IMPORTANT: Please note that NCCEP will send information about acceptance and logistical information for the conference to the primary presenter. The primary presenter will be responsible for communicating with other speakers. If your presenters change, you must immediately notify NCCEP and provide updated contact information.

3. PRESENTATION TITLE

A good title is compelling, 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.

Titles should be no more than 15 words (shorter titles are preferred). Please do a word count before submitting your title. By submitting the proposal, you are giving NCCEP the authority 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. CONTENT LEVEL

The Annual Conference will attract professionals from all experience levels. As such, please choose which level your session will be primarily for: Beginner, Intermediate, or Advanced. 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.

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 only be used to help select presentation proposals.

Please list three learning objectives for this presentation from the participants' perspective; **begin each objective with a verb.**

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. TARGET AUDIENCE

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

GEAR UP Directors
GEAR UP Coordinators/Site-Coordinators
Instructors
College Access and Success Advisors

Evaluators/Researchers/Data Coordinators
Parent and Family Engagement Specialists
Other: Write-In

8. AUDIENCE ENGAGEMENT

During the presentation, how much time will be dedicated to audience interaction? Describe the strategies you will use to engage the audience and include this in your abstract. Interactive and hands-on sessions encourage audience participation and engagement with concepts, ideas, role play, and implementation strategies to better understand and develop practical application of session content.

- A. In 50 words or less, describe engagement for your session. (*e.g., In this session, we'll break content into three sections. Each section will include a 20-minute lecture, followed by a 10-minute activity. The activities will include individual reflection on key questions, small group discussion, and large group sharing. The handout will include guiding questions and information for activities.*)
- B. Please choose the percentage of time you will use for interaction with the audience. (Choose from a range of 20% to 100%.)

9. 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 (must be more than 50% audience engagement)
- Primarily a Lecture
- Primarily a Panel
- Other - Write In (Required)

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**. By submitting the proposal, you are giving NCEP the authority to edit the abstract, 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.** Please note this should align to objectives listed in question #6.*)

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 compelling (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.
- Precise in describing session format, including any interactive components.

11. PHOTOS

Attach a head shot photo for each speaker. This photo will be included on the Annual Conference App. Save each photo with the speaker’s full name prior to uploading. You may upload up to 10 photos. **Required Dimensions:** 300x300 pixels.

12. AGREEMENTS

By submitting the online proposal, you agree to the following terms. In the online application, you will be prompted to provide a signature.

- You agree that you are responsible for notifying NCCEP of **any** changes to your presenters or updates to your session.
- You confirm that you or your organization has the funds available to attend and present at the Annual Conference if your session proposal is selected.
- You agree to **submit your presentation Power Point, handouts, and/or other resources** to be posted to the Conference App by email at RFP_Proposals@edpartnerships.org by June 28, 2019.
- You agree that **you are responsible for providing your own projector (and any connectors) and laptop** for your presentation. NCCEP will provide a screen and microphones but is not responsible for providing an LCD projector or laptop for presentations. Sessions that are selected will be provided with an A/V order form if you choose to rent a projector and/or laptop from the hotel; if this is the case, your organization will be responsible for the cost.
- You agree that **you are responsible for registering and paying the registration fee** for the 2019 NCCEP/GEAR UP Annual Conference no later than June 7, 2019.

Submit Your Proposal Online (Use the Link Below)

The deadline for proposal submissions is February 22, 2019.

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

After successfully submitting your proposal, SurveyGizmo will send an email to the submitter's email address, NCCEP, and the submitter's GEAR UP director if applicable, to confirm the proposal submission.

Please contact tyrec_grooms@edpartnerships.org if you have any questions or issues submitting your online proposal.

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