



The Society for College
and University Planning

SCUP Call for Proposals Form Questions

Answer the questions below to tell us about the content you wish to share, why it's important, and how attendees will benefit from your session. If your session is accepted, we will use your answers to create your session's abstract and learning outcomes.

What is your session about? Briefly describe your session's topic.

250-char limit. If accepted, this will be used in your abstract.

Why does this content matter?

250-char limit. Focus on your target audience. If accepted, this will be used in your abstract.

How will your session improve attendees' day-to-day work lives, solve problems, or keep attendees current?

250-char limit. If accepted, this will be used in your abstract.

Imagine your session's participants AFTER the conference when they are back to work. What are four (4) things they will be able to DO back at their campus or place of work because they attended your session? What ACTIONS can they take?

DO NOT use the words "learn, understand, recognize, gain an understanding, etc." If one of your answers is "understand," ask yourself, "what can individuals do because they understand?" Write that down.

Fill in each of the four fields with a different Learning Outcome.

The actions you listed above are your session's learning outcomes. How will you organize your session to achieve each learning outcome?

IMPORTANT: Use the Description field to provide a detailed explanation of how you plan to cover each part of your agenda. In order to evaluate your proposal, it is necessary that we have a specific account of how you plan to use your session time.

Fill in the following five fields for each agenda item: Topic, Description, Presenter, Timeframe, Learning Outcome Achieved. Each field has a 500-char limit.

You will need to include the following information for each presenter:

Name, title, organization, email address, brief bio (approx. 150 words).