

**CREATING
CONFERENCE PROPOSALS:
RELAX, WE'LL ALL BE FINE**

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AGENDA

- Snacks (I hope?)
- Go through the presentation – answer questions as we go.
- Talk as a large group about our topics
- Split into small groups and work on:
 - OGOs
 - Program Summary
 - Program Description

OGOS: A QUICK INTRODUCTION

- **Goals and Objectives are similar, and they both support outcomes.**
 - Goals are more general and “big-picture” – “I’m going to put on a thirty-minute presentation.”
 - Objectives are more specific and are “smaller-picture” – “I’m going to include an activity in my presentation.”
- **Outcomes speak to what a learner will know or be able to do at the end of your presentation.**
 - “After my presentation, students will be able to demonstrate three new leadership skills.”

I start with Outcome, then Goal, then Objective. But you don't have to. :)

LANGUAGE MATTERS!

Each of your OGOs (esp. those that make it into your final proposal) should be SMART:

Specific

Measurable

Attainable

Realistic

Time-oriented

“I’m going to get into better shape.”

“By the end of the summer, I’m going to be able to run three miles without stopping.”

OGOS: A CRASH COURSE

Divide into groups and come up with one goal, one objective, and one outcome for your chosen topic. We'll share them after each group is finished.

CONFERENCE PROPOSALS: ANOTHER QUICK INTRODUCTION

Three main parts of a proposal:

1. Introduce your topic
2. Thesis sentence – something like “our research shows”, “our experience supports”, etc.
3. Expand on your approach to this session.

CONFERENCE PROPOSALS: ANOTHER QUICK INTRODUCTION

Two main goals of a proposal:

- **Quality**
- **Significance**

(Bullet points because neither matters more than the other. It's easy to think significance is enough, but it's not.)

NODA EDUCATIONAL SESSION GUIDELINES

“Regional Conference educational sessions should benefit the conference attendees by meeting one or more of these learning outcomes:

- **Increase knowledge** regarding trends and best practices related to the field of orientation, transition, and retention.
- **Increase understanding** of current research in the field of orientation, transition and retention.
- **Benchmark programs/services with peer institutions in the region.**
- **Increase formal and informal network with peers** engaged in the field of orientation, transition and retention.
- **Enhance student leadership skills** related to orientation, transition, and retention programs through participation in developmental learning experiences.”

NODA EDUCATIONAL SESSION REQUIREMENTS

- **Program Title**
 - Maximum: 60 characters
- **Program Description**
 - Maximum: 50 words
 - This is used for the programming booklet if your proposal is accepted.
- **Program Summary/Outline**
 - Maximum: 300 words
 - Should contain: educational outcomes, key content, method of presentation, and relevance to field of OTP.

“THIS IS OVERWHELMING AND I HATE IT. WHAT DO YOU SUGGEST?”

- Make a timeline for your session. Do it **RIGHT NOW** and then just keep changing it as you go, because that’s easier. Don’t do a single shred more of work without it.
- Make a general list of all of the ideas you have, and then try to figure out whether they’re goals, objectives, or outcomes.
- Whenever possible, meet in a group. Don’t work alone unless you have to, and if you have to, work in a Google Doc.

WORD CHOICE MATTERS!

- Active verbs & outcome-oriented phrases are always best.
- Proofread it. Over and over. Proofread it until you're convinced you're dissolving into redundancy and then proofread it again. It is only in these final moments before a collapse that you will find your last typo and you will be glad you have traded your happiness for it.
- In the exact opposite spirit of this PowerPoint: for God's sake, be brief.

"Brevity is the soul of wit."*



***W. Shakes, of all people**

“SEND HELP”: IT’S OKAY. I’M HERE FOR YOU.

This stuff is hard. Don’t get discouraged.

Here’s how you can email me:

[redacted]

You can also stop by [my office number; also redacted] on Monday afternoons, Tuesday/Wednesday/Thursday mornings, or anytime we set up an appointment. I am always happy to look at your stuff and offer feedback/advice/support.