

## [Program Proposal](#)

We are excited to offer you the opportunity to present a program at the 26th Annual UNI RA Conference. Presenting a program is a great way for both presenters and participants to benefit from the sharing of ideas, educating others, connecting with peers and colleagues from other institutions and gaining new skills that may positively impact your career and your life! We hope you plan to take advantage of this great opportunity.

In an effort to provide a wide variety of quality programs and to share the resources and insights from each institution, every delegation that registers for the conference is expected to submit a minimum of one program proposal.

Programs are targeted to RAs, Advisors, or for both populations. We would like to strongly encourage professional staff to present in the Advisor Programming Track. This will provide a great experience for all advisors attending the conference.

Those submitting program proposals will be notified no later than January 11, 2016, whether your program(s) has / have been accepted.

We will be offering three program formats:

### **Roundtable (30 Minutes)**

Roundtables are excellent venues for getting targeted feedback, engaging in in-depth discussions, and meeting colleagues with similar interests. Click the link at the top of this page for the **Program Proposal Form**. *Program Proposal Forms are due by December 4, 2015.*

### **Pick Me Up Programs (40 Minutes)**

Pick Me Up Programs are a chance to put on one of your most successful programs in 40 minutes or less. Click the link at the top of this page for the **Program Proposal Form**. *Program Proposal Forms are due by December 4, 2015.*

### **Traditional Programs (40 Minutes)**

Traditional Programs are designed for presenting information in a specific topic area. In these sessions your goal is to educate, inform, present, and/or gather information from participants. Click the link at the top of this page for the **Program Proposal Form**. *Program Proposal Forms are due by December 4, 2015.*

Our **Traditional Programming Structure** easily addresses the needs of the audience. This structure is divided into five categories and described below: *Personal Development, Academic and Intellectual Development, Community and Cultural Engagement, Other (for those programs that do not fall into the previous categories) and Social.*

### **Personal Development**

Programs that focus on promoting/fostering self-awareness, identity exploration, leadership development, community development, & personal wellness.

### **Academic and Intellectual Development**

Programs that focus on building foundational skillsets necessary to succeed in the classroom, internship, or work environment.

### **Community and Cultural Engagement**

Programs that focus on developing an understanding of their actions and the larger impact on society including issues

global community.

## **Social**

Programs that focus on social community building.

## **Other**

Any program that does not fit in with any of the above categories.

## **Program Planning Checklist**

As you develop your proposal, these questions may guide you in creating a program plan and description that provides accurate information for delegates to determine why they may be interested in attending your session.

- What is the purpose of my session?
- Are the goals outlined?
- What are the main ideas I would like to share?
- Does the session offer ways to put the idea(s) to use on other campuses?
- What presentation set-up will I use? (lecture, discussion, audio/visual, etc.)
- Who is the target audience? (new or experienced RAs, advisors, etc.)
- What is the ideal number of participants?
- Why did you create it? What about this idea interested you, and could be beneficial for others?

## **Awards**

Awards will be given during the closing ceremony of our conference. Awards will be given for the top 5 traditional/pick-me-up programs and the top roundtable.

## **Feedback and Evaluations**

Every presenter will have access to feedback on their performance. In addition, the evaluations will be used to determine the awards as described above.

## **Technology Needs**

Most rooms come equipped with overhead projectors, and a computer (with audio and video capability) with access to internet. You will be able to (and are encouraged to) bring a flash drive and use it in our computers. If you bring a laptop or tablet that you wish to connect to our projection equipment, come prepared with the necessary adapters and a back up flash drive of your materials. This is especially important for Apple / Mac users. You can play CDs and DVDs in our systems, as well.

If you have any questions or concerns about your technology needs, please contact us as soon as possible. We will have limited tech support, but will do our best to assist you.

## **Gallery of Bulletin Boards**

Do you have a bulletin board that stands above the rest? You now have the chance to show it off!

Returning to the 2016 UNI RA Conference is a bulletin board gallery! You have the opportunity to submit a bulletin board that you would like all attendees to see. We ask that you show off your bulletin board by using a tri-fold (easily purchased at your local craft store). We will give all of those who walk through the bulletin board gallery the option to vote for their top four bulletin boards, one in each category of our programming model: Personal Development, Academic and Intellectual Development, Community and Cultural Engagement, Social, and Other. Yours could be at the top! Check out the example photo of what your board could look like (a mini-version of a bulletin board and submit your idea today!



Click photo to enlarge.

Submit your idea to the following link: [LINK TO GALLERY SUBMISSION](#)

Bulletin Board Gallery submissions are due on December 4, 2015.

I encourage you to consider this invitation to present a program and make this year's conference experience unforgettable. If you have questions, please feel free to call (319) 273-2552 or email [britt.hudson@uni.edu](mailto:britt.hudson@uni.edu)

I look forward to seeing you at the 2016 UNI RA Conference!

Sincerely,  
Britt Hudson  
Program Committee Chair

[RA Conference](#)

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