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## Association of Fraternity/Sorority Advisors Annual Meeting Educational Program Submission

### Welcome to the 2024 AFA Annual Meeting Call for Programs!

AFA wants to thank you for taking the time to contribute to the educational experience at our 2024 Annual Meeting. AFA is finalizing the structure of the Annual Meeting, and our Call for Programs is open for submissions for in-person educational programs in Indianapolis, Indiana.

The 2024 Educational Programs Committee has created this guide to assist in your educational program proposal. The guide outlines the information you will need prepared when submitting a proposal through the Call for Programs and the evaluation metrics the committee will use when reviewing your proposal. The committee's intention is that this resource will help program submitters have a clear understanding of the educational program review process and decision making process.

In order to make the learning experience meaningful, it takes members who are willing to share their expertise. We are looking for programs that seek to enhance learning, create dialogue, and provide practical knowledge, as well as programs that fit with the [Core Competencies](#) of AFA.

Historically, AFA receives a tremendous amount of program proposals for the Annual Meeting; please understand this is a difficult and highly selective process, and acceptance and rejection are both inherent possibilities associated with the submission.

If you have any questions, please contact Travis Crudele-Roberts, 2024 AFA Annual Meeting Educational Programs Chair at [edprogramsafaam@afa1976.org](mailto:edprogramsafaam@afa1976.org). The Educational Programs Committee is excited to review the educational opportunities submitted by our members and peers and looks forward to the learning that will take place at this year's Annual Meeting.

### Annual Meeting Educational Program Formats

On the Call for Programs submission form this year you will be able to select the following formats. When submitting your proposal, you will be required to select one of the following classifications of your educational session.

#### Deep Dive

Structure	Facilitated developmental conversation which will lead to action planning for attendees who want to think critically about a topic impacting fraternity/sorority life or higher education as a whole.
Attendee Experience	Attendees should leave with an outline of action items they can implement within their organization or on their campus.
Session Length	90-minute sessions

### Panel Discussion

Structure	Discussion-based session with contrasting or complementary points of view on a given topic or issue area, moderated by a person external to the panel. Please note, the presentation team (including the moderator) cannot be greater than five (5) people.
Attendee Experience	Attendees will gain perspective from a variety of voices on a specific topic area of expertise.
Session Length	60-minute sessions

### Research-Based Program

Structure	A program which focuses on sharing key findings, implications, and application or original, scholarly research.
Attendee Experience	Attendees gather practical application or impact of research in fraternity/sorority life.
Session Length	60-minute sessions <u>or</u> 15 minutes as part of a shared symposia-style session

### Roundtable Discussion

Structure	Group-driven discussion on a pre-determined topic or issue area, led by a facilitator(s). Discussion is driven by a new concept or idea (proven or unproven) that is shared with and then discussed and further developed among those in attendance.
Attendee Experience	Attendees actively engage to share perspective and insight.
Session Length	60, 90-minute sessions

### Traditional Presentation

Structure	Presentation-based session on previously identified practices, theories, topics, issue areas, publications, or programs.
Attendee Experience	Attendees experience a lecture learning environment.
Session Length	60, 90-minute sessions

### Intensive / Pre-Conference Program

<b>Structure</b>	Intensive / Pre-Conference Programs are 3+ hour programs that may take place prior to or during the Annual Meeting. This includes Pre-Conference Programs, which are half-day or full-day programs taking place prior to the start of the AFA Annual Meeting. These educational programs are designed to provide in-depth instruction, skill-building opportunities, and time for action planning.
<b>Attendee Experience</b>	Attendees gain in-depth knowledge about a specific topic, have the opportunity to discuss and engage with others, and apply their learning. Attendees should leave with an outline of action items they can implement within their organization or on their campus.
<b>Session Length</b>	Intensive (3 hours), half-day (4 hours), or full day (8 hours) sessions

### Annual Meeting Educational Programs Selection Process

As you build out your proposal, it is important to understand what the committee is seeking when identifying programs for the Annual Meeting. A team of 3-5 peer reviewers, solicited from an interest form sent out in AFA communications and promoted by the Educational Program Committee, with a variety of experiences across the fraternity/sorority advising spectrum, will read and provide feedback for each educational proposal.

This year, review teams will be organized to more intentionally assign program reviewers with programs that reflect core functions of the fraternity/sorority profession in which they have subject matter expertise. Core functions are categories of everyday responsibilities of professionals within the fraternity/sorority profession.

The committee reviews each of the following categories on a weighted scale:

- **Program Abstract:** Provides a clear, direct, and compelling educational initiative that aids in the Annual Meeting learning experience and advances the profession. (scale of 1-10)
- **Program Outcomes:** The learning outcomes are well articulated and will help attendees understand key learning they will take away from this session. (scale of 1-10)
- **Core Competency Development:** The abstract and learning outcomes are tied to Core Competency development. (scale 1-10)
- **Audience:** The educational program clearly articulates a target audience and how the program will meet their educational needs. (this question is not weighted, feedback is noted if needed)

### Continuing Education at the Annual Meeting

As part of the Call for Programs review process, each accepted program proposal will be reviewed for eligibility to count for continuing education (CE) credits for Certified Student Affairs Educators (CSAEd). [Learn more about Student Affairs Certification.](#)

Accepted programs will be reviewed for eligibility against the Higher Education Consortium for Student Affairs Certification CE program requirements. These requirements include:

1. There are clearly stated learning outcomes for the program.
2. The learning outcomes are directly related to at least one of the [eight domains of certification](#).
3. Quality written materials are provided to attendees, which may include PowerPoint slides, a written outline, related articles, a list of works cited/references, etc.

AFA will assist presenters in the distribution of materials to Certified Student Affairs Educators after the Annual Meeting (requirement #3).

NOTE: Coordinating Presenters will be notified about their program's eligibility for CE credits when they are notified if the program has been accepted for the Annual Meeting.

### Submitting Your Proposal

The program proposal form is broken down into four sections:

- 1) Program Information. Describe the program concepts and the learning you envision taking place and highlight the connection to the AFA Core Competencies.
- 2) CE Credit and Partnership Opportunities. Indicate if you would like your program proposal to be considered for continuing education (CE) designation and sponsorship from AFA partners.
- 3) Presentation Team Information. Highlight the knowledge and expertise of the presenter or presentation team members.
- 4) Annual Meeting Educational Presenter Availability and Agreements. Submit presentation team availability to present at the Annual Meeting and confirm the expectations of an accepted program.

Remember the information provided on the form will be used in the Whova app and on the AFA website. If your program is accepted, AFA reserves the right to modify the session title and description, as formatting requires.

As you prepare your proposal, here are a few things to keep in mind:

- Watch your character limit! Some fields, such as the Program Abstract, have character limits. Please take note of these character limits as the system will not allow you to submit a response that surpasses the character limit. (Fields with character limits are clearly noted.)
- NEW: You can save your submission form responses and return to it. Please be sure to save your submission form frequently. You can pause and return later to complete your submission form through the Call for Programs submission portal.
- NEW: You can add collaborators to your submission form. In the top right corner of the submission form, select "Add Collaborator" to collaborate with an individual on your program proposal. Please note: only one person may be working on the program submission form at a time.
- Think about the variety of audiences which exist in the fraternal world. How are you targeting learning for the different populations?

- Know how you are moving someone forward in their Core Competency development. Make sure your submission clearly articulates that development.
- Think about different learning styles. Structure the program in a variety of learning styles, balance lecture, discussion, and reflection.
- Avoid cookie-cutter presentations from past Annual Meetings or conferences. Ask yourself how your topic is currently relevant and make tweaks, so it connects to the current climate of higher education.
- No sales pitches. Educational programs can highlight products or programs but should not be perceived as solicitations by attendees.
- No soapbox moments. Educational programs should be based on research or practice. If you are passionate about a topic area and want to share that passion with the association, we encourage you to submit an Ignite Fraternity proposal. Ignite Fraternity program proposals will launch later this summer, so check the AFA website for more information.
- The committee is seeking programs to expand your professional and personal development. While most Annual Meeting sessions will be rooted in professional development, think about ways you can integrate personal development in your program or submit a program specifically about personal growth. This can be focused on topics such as burnout, the age-old question of work-life balance, and well-being.

## 2024 Call for Programs Submission Form Questions

### Program Information

#### Program Title

- 100-character limit, approximately 20 words
- Use title case
- Avoid unnecessary punctuation (*note, we will remove extra exclamation and question marks*)
- Be thoughtful in your program title, it is the first impression someone has of your program.
- Ask yourself if the title is original, informative, provocative, engaging, or thought-provoking.
- Ensure the title clearly articulates the overarching topic of your session.

#### Program Format

- Use the program format types outlined earlier in this document to identify the structure which best fits your program message and content.
- You are only able to select one type of program. If you would like to submit a Research-Based Program and a Traditional Presentation on the same topic, you will need to submit two separate proposals.

#### Program Length

- Deep Dive Sessions (90 minutes) are a set period of time.
- Panel Discussions (60 minutes) are a set period of time.
- You can choose a 60-minute block or a 15-minute shared symposia-style session for Research-Based Programs. Note: You may select one or both time options.
- You can choose a 60-minute or 90-minute session for Roundtable Discussions and Traditional Presentations. Note: You may select one or both time options.
- You can choose a 3-hour, 4-hour or 8-hour session for Intensive / Pre-Conference Programs.

#### Program Outline (for Intensive/Pre-Conference Programs Only)

- Intensive/Pre-Conference Program submissions are required to have a proposed outline/agenda. An example from 2023 is [linked here](#).

#### Brief Program Description

- 500-character limit, approximately 100 words
- A brief description of your program, which will be published in marketing and communications, including the conference event app (Whova).

#### Program Abstract

- 1,000-character limit, approximately 200 words
- Respond to the following questions:

- What is the key topic of the session?
- How will attendees be able to apply their learning after the session?
- How will this session provide a new, needed, or next perspective or practice on the session topic area?
- Write your program abstract in future tense and in the second person.
  - *Pro tip: be succinct. Remove any filler or overly wordy phrases.*
- This should be a composed statement which employs an educational tone, please do not use bullet points.
- Your abstract should identify the topic and overall goal of the session. The information you provide will help us understand the purpose of your session.
- If you are telling a story or moving people through an experience at your institution or organization, don't just tell a story, explain what to do next/share lessons learning.
- Outline what outcomes participants will implement at their place of employment.
- You can use this section to highlight what lessons your attendees will learn, highlight the skills and knowledge they will develop, or what new ideas you will share so they can innovate their work.
- Reflect on how your program description addresses a target audience.

### Program Learning Outcomes

- Only two outcomes are required, but you are able to highlight three or more learning outcomes in your submission.
  - *Pro tip: be succinct. Change "As a result of my program, session attendees should be able to ..." to "Attendees will ..."*
- Your program outcomes should answer:
  - What do you want the learner to be able to do after attending?
  - What knowledge, skill or abilities should the learner be able to demonstrate?

### The Primary AFA Core Competencies Connected to Your Session

- Rank 1 the primary Core Competency area
- Rank 2 a secondary area your session will be addressing, knowing that many topics may span multiple competencies.
- Review the core competency definitions so that you are accurate in your interpretation. You can find a list of all of the AFA Core Competencies [here](#).

### The Program's Relevance to the Selected Core Competency

- Share the competency area of focus.
- Identify the area(s) of the competency members will gain a deeper understanding.
  - Example: If you selected Governance, how will you focus specifically on applying federal laws?
- Use [this guide](#) to ensure you are describing the competency in line with the definition of the competency.
- Share the relevance of the program to the fraternity/sorority profession.
  - How will it inform the professional practice of those in attendance?

### Program Core Function

- Core Functions are categories of everyday responsibilities of professionals within the fraternity/sorority profession.
- You will be asked to identify one core function that best describes the topic of your program. Descriptions of each core function are listed in the submission form.
  - Advising
  - Assessment & Evaluation
  - Equity, Diversity, and Inclusion
  - Facility Management
  - Financial Management
  - Human Resources
  - Organizational Growth
  - Prevention & Intervention
  - Program & Member Development

### Program Audience

- Select the target audience for your session from the list. You may select multiple options.
  - Campus-based professional
  - Headquarters professional
  - Fraternal Volunteer
  - NAPA Advisor
  - NALFO Advisor
  - NIC Advisor
  - NMGC Advisor
  - NPC Advisor
  - NPHC Advisor
  - Local Organization Advisor
  - Other (Please specify)

### CE Credit and Partnership Opportunities

#### Certification Agreement

- All program proposals will be reviewed for eligibility to count for continuing education (CE) credits for Certified Student Affairs Educators (CSAEd). This section will outline the program requirements if a program is selected for CE credit eligibility. AFA will assist presentation teams in complying with these expectations if their program is approved for eligibility.
  - Coordinating Presenters will be notified about their program's eligibility for CE credits when they are notified if the program has been accepted for the Annual Meeting.

### ASCA Sponsorship



- The Association for Student Conduct Administration (ASCA) will be sponsoring 2-5 sessions during the Annual Meeting. ASCA will provide final approval for all ASCA-sponsored programs. Presenters will be asked if they would like to be considered for ASCA sponsorship.

## Presentation Team Information

### Presentation Team and Contact Information

- The person submitting the proposal should be listed as the Coordinating Presenter. The Coordinating Presenter is the point person for the AFA Central Office as they communicate out about Annual Meeting program submissions and logistics.
- You will need everyone's name, title, place of employment, and email address. All or a portion of this information may be shared in the Whova app and on the AFA website.
- Keep presentation teams under three (3) presenters and have no more than five (5) people on a panel so all voices have adequate time to share.

### Presentation Teams Knowledge & Content Expertise

- 600-character limit, approximately 125 words
- Under each presenter you will be asked about their knowledge and content expertise.
- Identify the education, experiences, and specialized knowledge each presenter possesses which makes them qualified to educate peers in this topic area.
- Share how your team might bring diverse perspectives or new ideas.
- Subject matter knowledge can be within or outside of fraternity/sorority life or higher education.

### Past Program Presentations

- Have you or other presenters on your team previously shared this knowledge at a professional meeting?
  - If yes, share where you have previously shared this knowledge. This could be at a previous Annual Meeting, professional conference, regional conference, or campus-based presentation.
- Presenting before is not used as a pro or con for the review purpose. Rather, this question allows program reviewers to see if you've had practice presenting on this topic before, or if the program has been selected for other professional conferences meaning the topic is valuable to that professional association. It allows reviewers to see if you've shared this with the AFA community before, are sharing a new voice or perspective or a concept that has been shared through other educational avenues. We encourage new presentations and first-time presenters.
- The priority of the committee is to make sure we bring current and new practices to the work of fraternity/sorority profession.

## Presenter Availability and Agreements

### Presentation Team Availability

- Educational Programming will take place on each day of the Annual Meeting, from Wednesday, December 4 - Saturday, December 7, 2024.
- Presenters will be asked to select the dates they are unavailable to present.

### Presenter Agreements - Scheduling

- You must agree to the following items to officially submit your program:
  - AFA volunteers/staff will try to accommodate presentation team availability listed on this form.
  - If AFA volunteers/staff are not able to make accommodations, the presentation team may run the risk of not being able to present at all.
  - AFA volunteers/staff will not accommodate schedule changes after November 1, 2024.

### Presenter Agreements

- You must agree to the following items to officially submit your program:
  - To be registered Annual Meeting attendees.
  - To upload a program supplement or aid must be uploaded for attendee reference after the Annual Meeting.
  - That they are invested in advancing the fraternity/sorority profession.
  - That the purpose of the program is to educate and expand the knowledge and competency of fraternity/sorority professionals and is not to solely focus on marketing a product or experience.
  - Presentation Team members agree that all information about the program has been reviewed and is accurate at the time of submission.

### Ignite Fraternity

- Ignite Fraternity is an op-ed style educational experience, allowing presenters to share personal stories, impactful life experiences, opinions on current trends in fraternity/sorority life, or challenge new ways to do this work. These 7-minute talks are solicited in an alternate avenue later in the summer/early fall. By opting in for more information, the Educational Programs Committee will contact you when the Ignite Fraternity submission form is open for proposals.