



2025 Annual Meeting Educational Program Submission Guide

Thank you for taking the time to contribute to the educational experience at the Association of Fraternity/Sorority Advisors (AFA) Annual Meeting!

AFA and the Educational Programs Committee have 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.

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 proposal submission.

If you have any questions, please contact Ryan Upshaw and Alex Dudek, 2025 AFA Annual Meeting Educational Programs Co-Chairs, at 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.

Program Proposal Information

Be sure to plan ahead! Proposing an educational session is not a quick task, especially if you plan to co-present with colleagues from different institutions and/or organizations. Set aside time to consider your topic, the identified needs of the profession, and how you would like to share your topic.

Submitters can view the Call for Programs form at any time by visiting the AFA Submissions portal, which is accessible through [FSCentral](#). (Note: Professionals do not need to be a member of AFA in order to create a free FSCentral login.)

Be prepared to share information related to the following areas as part of your program proposal (but please note that this is not an exhaustive list):

- **Program Format:** Traditional Presentation, Panel Discussion, Research-Based Program, Roundtable Discussion, Pre-/Post-Conference Program, or Ignite Research Showcase Session. Descriptions of each program format are listed in the submission form.

- Pre-/Post-Conference Program submitters will also be asked to upload a program outline for the session.
- Ignite Research Showcase Session submitters will be asked to share a description of their session (research question, methodologies, key findings, and relevance to fraternity/sorority professionals) and presenter information. Some of the areas described below will not apply for Ignite Showcase Session proposals.
- **Program Description:** A brief description of your program, which will be published in marketing and communications, including the conference event app (Whova).
- **Program Abstract:** The program abstract should identify the topic and overall goal of the session, and highlight how participants will be able to apply their learning after the session. Additionally, it should share how the session will provide a new or needed perspective/practice as well as any specific examples, data, research, or frameworks that ground the program topic.
- **Program Audience:** The target audience for your session.
- **Relevant Core Competency(ies):** Submitters will be asked to select a Core Competency area that the program topic is best aligned with and to describe the specific ways the program will build knowledge and skills in the selected competency area(s).
- **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.
- **Presentation Team, Contact Information and Expertise:** Submitters will be asked to share each presenter's name, professional title, place of employment, and email address. You should also be prepared to describe each presenter's unique experiences and/or education that make them qualified to educate peers in this topic area.

Program Proposal Resources

AFA's Core Competencies provide a foundation for good practice in the fraternity/sorority profession and outline foundational knowledge and essential skills that help professionals excel in their roles. Submitters should take time to review the [AFA Core Competency Manual](#) as they will be required to select at least one Core Competency area that will be covered during their program.

AFA has also utilized member feedback and input to develop a list of [Content Focus Areas for the Annual Meeting](#). Submitters should consider these content focus areas when crafting their program proposals.

As part of the Educational Programs review process, reviewers will [utilize a rubric](#) to evaluate programs in a specific core function area. Submitters are encouraged to review the rubric before, during, and when they are ready to submit their proposal.

Finally, all program proposals will be reviewed for eligibility for continuing education (CE) credits for Certified Student Affairs Educators (CSAEd). As part of this process, AFA Central Office staff will review program proposal alignment with [the eight \(8\) Higher Education Consortium for Student Affairs Certification domains](#).

Program Proposal Tips & Tricks

- **Watch your character limit!** Some fields, such as the Program Abstract, have character limits (spaces and punctuation will count toward this character limit). 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.)
- **Save your submission!** In the AFA Submissions portal, 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 before the deadline.
- **Collaborate with others!** In the AFA Submissions portal, 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.
- **Adapt your content.** When crafting your program proposal, consider peer institutions/organizations and institutions/organizations that are different from your own. Consider barriers, caveats, and cultural components that are unique to your institutional/organizational context. Then, be prepared to discuss how your topic can be adapted to other institutional and organizational contexts.
- **Consider Core Competency development.** How are you moving professionals forward in their Core Competency development? Make sure your submission clearly articulates that development.
- **Consider your audience.** Think about the variety of audiences which exist in the fraternity/sorority profession. How are you targeting learning for the different populations who will be in attendance at the Annual Meeting?
- **Bring fresh content.** 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.

- **Engage learners and participants.** Think about different learning styles. Structure the program in a variety of learning styles; balance lecture, discussion, and reflection.
- **No soapbox moments.** Educational programs should be based on research or practice.

Final Program Proposal Considerations

- As you prepare your submission, consider the specific scope of your program proposal. A program proposal is intended to be a snapshot or preview of your presentation – you will be able to dive deeper when the content is being presented. Be sure to share enough information in your proposal so that program reviewers – who may not know you, your institution(s)/organizations(s), your lens, etc. – understand what you are intending to teach your participants.
- 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.