



ACPA27 EDUCATIONAL SESSION PROPOSAL WORKSHEET

Worksheet Overview

Thank you for your interest in submitting an educational session proposal for the ACPA27 Annual Convention in Toronto, ON Canada, 15 March - 18 March, 2027.

This worksheet serves as a guide to develop your proposal and is *not an official means to submit a proposal*. Please visit convention.myacpa.org/curriculum and click the "submit a proposal" button after you have reviewed this worksheet and are ready to submit.

The due date to submit a Pre-Convention Workshop proposal is Friday, 31 July, 2026. The due date to submit a proposal for all other session types is Friday, 4 September, 2026.

If you have any questions about the ACPA27 Curriculum, please contact conventionprograms@acpa.nche.edu.

Educational Sessions at ACPA27

ACPA27 in Toronto is about returning to the heart of what we do. Our guiding value is being 'Connected by Purpose,' which leverages the incredible diversity of our host city to bring the international higher education community together. In Toronto we will reconnect with our mission, our peers, and the experiences that drive student success. It's an opportunity to align our individual roles into a collective movement that will shape the future of our field.

Proposal Submissions: Online Steps

Presenter Information

1. Coordinating Presenter

On the online form, you will be asked to select a Coordinating Presenter who will start the initial online proposal form. You will need to search the Coordinating Presenter by either First Name, Last Name, or Email Address. If the Coordinating Presenter is not found in the system, select Search Again to create a new profile for the Coordinating Presenter. The Coordinating Presenter will be asked to provide profile information including First Name, Last Name, Title, College/University/Organization, Address, Phone, and Email Address.

NOTE: You will have the opportunity to add the name and contact information for any co-presenters on the final proposal submission page titled Proposal Review.

Session Information

1. ACPA Equity and Inclusion Statement

ACPA — College Student Educators International actively promotes and recognizes principles of fairness, equity, and social justice in relation to, and across, intersections of race, age, color, disability, faith, religion, ancestry, national origin, citizenship, sex, sexual orientation, social class, economic class, ethnicity, gender identity, gender expression, and all other identities represented among our diverse membership.

By appreciating the importance of inclusion, we acknowledge that the collective and individual talents, skills, and perspectives of members, constituent groups, and partners foster a culture of belonging, collaborative practice, innovation, and mutual respect. ACPA seeks to empower and engage professionals, scholars, and partners in action that productively contribute to accomplishing the goals of our association.

[More information about ACPA's Equity and Inclusion Statement](#)

In alignment with ACPA's Equity and Inclusion Statement and Core Values, including the Strategic Imperative for Racial Justice and Decolonization, ACPA Convention presenters are expected to include a land acknowledgement at the beginning of their session and utilize inclusive language and Universal Design principles, defined as follows:

Inclusive Language: As you develop your presentation, please ensure that your session utilizes inclusive language and that you are checking that any marginalizing language (e.g., ableist, ageist, gendered, racist, homophobic, classist, elitist) is removed. Your acknowledgement certifies you have reviewed your proposal for inclusive language at the end of the proposal. Please note the ACPA26 Equity & Inclusion (E&I) team will also review the title and session description for any language that may be problematic. If any such language is found, you will be contacted by the E&I or Program team. [Ensure you are using inclusive language.](#)

Universal Design Principles: The purpose of Universal Design Principles for Presentations is to support the design of materials, discussions, and educational activities that are accessible to all participants. Examples of implementing Universal Design Principles include but are not limited to using the provided microphone during a session, designing presentations with contrasting colors and sans serif fonts, and providing opportunities for participants to engage content in multiple ways (e.g. presentation, discussion, activities). Additional information about Universal Design Principles and resources will be provided to ACPA26 presenters.

When submitting your proposal, you will be required to agree to the following:

- I acknowledge my proposal meets the expectations reflected in the ACPA Equity and Inclusion Statement and, if selected, my program will utilize inclusive language and Universal Design principles and the presenters will include the land acknowledgement at the start of the session.

2. Session Type

Please select the type of educational session you are submitting a proposal for:

Session Type	Length	Description
Convention Program	60 min	Sessions on a specific topic or theme that can be addressed in a 60-minute block utilizing any number of presentation formats but that include opportunities for attendee interaction.
Cultivating Community Session	75 min	Sessions designed to explore a specific topic or theme in depth through small group interaction and discussion facilitated by a team of presenters. Proposals should include engaging discussion topics, including prompt questions that will stimulate meaningful small group conversations. Additional time is provided to engage attendees in action planning for utilizing what they have learned at their home institutions. These dynamic sessions require a team of at least 3 facilitators.
Spotlight Sessions	30 min	Sessions in which participants learn about a specific program or initiative related to higher education work. Sessions should include a twenty-minute discussion of the program or initiative, followed by ten minutes of questions and answers with session participants.
Creative Expression	30 min	An innovative showcase of diverse artistic expressions of professional identity by ACPA members. Exhibits include, but are not limited to, visual art, digital media, poetry, musical compositions, collage, and photography, reflecting the presenters' professional journeys, challenges, and insights. Sessions should include examples of the form of creative expression and an opportunity for participants to gain ideas on how to participate in the art form.
Pre-Convention Workshop	4 hrs or 8 hrs	Pre-Convention Workshops offer an in-depth exploration of current and emerging topics that transform higher education. Four-hour sessions are scheduled on Sunday, 14 March (1:00-5:00pm) or Monday, 15 March (8:30am-12:30pm). Presenters may also combine two sessions to create a full-day, 8-hour session.

3. Session Title (10-word limit)

Create a short yet impactful title that accurately describes your topic. Be creative but clear to let attendees understand the topic of the session.

4. Session Description (80-word limit)

This session description will be used in the ACPA convention mobile app but will not be printed in the program book. The session description serves as context for attendees on your topic area and should provide a general summary and overview of your session. Because attendees will use the mobile app to decide which sessions to attend at the Convention, **make sure the session description is consistent with your presentation.**

5. Learning Outcomes (25-word limit each)

Learning outcomes are the key takeaways attendees should expect to take from your session. Each takeaway should be specific and measurable, relevant to the topic, and achievable in the outline of the session. Please list 2-3 key takeaways and limit each to 25 words.

Learning outcomes should describe the end state for attendees rather than what they will do during the session.

For example, rather than: *Be given opportunities to learn about effective communication skills in writing. (focuses on the session)*

Consider: *Attendees will be able to articulate effective communication strategies for technical report writing proposals. (describes what attendees will be able to do at the end)*

Questions to ask yourself:

- Who is your audience?
- What behavior do you want to observe from your audience?
 - Avoid verbs that are vague, such as “understand”, “appreciate”, or “know”. Consider utilizing [Bloom’s Taxonomy](#).
- Are the learning outcomes achievable within the time limits of your presentation?
- Are your learning outcomes clear and related to your presentation topic?
- Are your learning outcomes assessable? (Regardless of whether you plan to engage in formal assessment)

Learning Outcome 1 (Required)	
Learning Outcome 2 (Required)	
Learning Outcome 3 (Optional)	

6. Outline of Session Presentation, Component Descriptions and Time Allotments (400-word limit)

Provide a detailed outline of the session via bullet points that includes:

- What the session will cover
- Topics/activities including time allocations to each component
- Opportunities for attendee participation
- Opportunities for attendees to engage in knowledge synthesis
- How the learning outcomes will be achieved and/or assessed

In addition to the above information, each session type has unique components which should also be addressed in this response:

- **Convention Program (60 minutes):** Provide a detailed outline including opportunities for participant engagement in active learning and application.
- **Cultivating Community Session (75 minutes):** Provide a detailed outline including the primary topic, specific discussion topics/questions for small groups (including approximate time for each), and plans to engage attendees in strategizing/action planning so they can implement what they learned at their institutions.
- **Spotlight Session (30 minutes):** Provide an overview of how you will help attendees generalize your specific program/initiative to make it relevant to their institutional context.
- **Creative Expression (30 minutes):** Describe your artistic idea and purpose, your background with the creative media being utilized and how you will help attendees learn how to engage in the art form.
- **Pre-Convention Workshops (4 hours or 8 hours):** Provide a detailed agenda/outline and rationale for proposing this content as an extended session, including opportunities for attendee engagement.

7. Relevance and Connection to the Profession and to ACPA's Core Values (400 word limit)

Please provide an overview of this session's relevance to the Higher Education profession, and its connection to ACPA's core values, including the Strategic Imperative for Racial Justice and Decolonization. In doing so, consider these essential questions:

- What relevant literature, theoretical frameworks, general observations from your campus, or ways of knowing/being in/understanding the world help explain your topic's relevance to higher education, student affairs and/or college students?
- How does your session contribute to advancing racial justice and decolonization work?
- In what ways does your session promote inclusion and equity in the field?

Through its mission, vision, and core values, ACPA is committed to helping our members develop

competencies in advancing racial justice and decolonization within their respective roles and responsibilities. Consider using the following resources, but please remember this system will time out after an hour of inactivity.

[ACPA's Strategic Imperative for Racial Justice and Decolonization](#)

[ACPA's Equity and Inclusion Statement](#)

[ACPA's Core Values](#)

8. Citations (if applicable)

Please use APA formatting for your citations. Citations should be provided if you reference work that is not your own or your work that is also published in outside sources (e.g. scholarly journals, dissertations, etc.). Citations should also be used if your presentation is heavily influenced by or based on the work of someone else (e.g., presentations based on theories, programs from other schools/departments, research studies, etc.) [More information on formatting citations in APA.](#)

9. Professional Competencies

An essential component of the Convention experience is for all educational sessions to address the ACPA/NASPA Professional Competencies. Select **at least one and no more than two**

competencies your program session addresses. To learn more visit the [ACPA/NASPA Competencies for Student Affairs Professionals](#).

- Personal/Ethical Principles
- Philosophy, Values, and Contexts
- Diversity, Belonging, and Inclusion
- Supporting Student Learning and Development
- Assessment, Evaluation, and Research
- Human, Organizational, and Technology Resources
- Law, Policy, and Governance
- Leadership

10. Program Endorsement

When completing your proposal, you will be given the opportunity to select up to three of ACPA's entity groups with whom your session closely aligns with for their endorsement consideration. You are not required to seek endorsement and your response to this question does not impact your proposal's evaluation. Visit [this page](#) to learn more about ACPA's entity groups.

11. Virtual Presentation

When completing your proposal, you will be given the opportunity to indicate interest in delivering this session in a virtual context. ACPA27 in Toronto will be exclusively in-person; this question is to indicate interest in other virtual opportunities through ACPA separate from the convention in Toronto. Your response to this question does not impact your proposal's evaluation for the in-person convention in Toronto.

12. Confirm Spell Check

Check the box below to confirm that you have proofread the submissions for spelling, punctuation, capitalization, and removed language that may be problematic. What you enter here is exactly what will appear in the convention app, with the exception of any changes that need to be made to address problematic language/word choice.