

Call for Proposals

Utah CRLA's Regional Conference will be held virtually through on Friday, July 9, 2021 from 10:00 am to 4:00 pm. The conference theme is ***Making a Difference: It's What We Do***. Tutoring services are intended to impact students of an institution in a positive way. This conference will offer opportunities for learning centers to share their program's successes, look at how tutoring positively impacts their students, and offer new ideas on how to increase the impact of tutoring services. We invite you to engage in these conversations by presenting at the Utah CRLA Regional Conference this summer.

Session Types

All sessions will be planned for 50 minutes. Presenters can choose how they would like to conduct their session. It is preferable for the presentation to be at least 25 minutes in length with the Q&A portion being no more than 25 minutes so attendees can get the most out of the presentation. It is also preferable that the presentations include some element of participation to actively engage the attendees. Please indicate your intentions in the proposal submission form.

Important Reminder

- Proposals must be submitted for review through the [proposal submission form](#). Any issues with the form should be directed towards Casey.Hoekstra@utah.edu or 801-581-5153.
- Proposals can be submitted no later than 11:59 pm (MST) on May 7, 2021.
- Incomplete proposals will not be reviewed.
- Presenters must register for the conference. If presenters have not registered by the end of the registration period, their name(s) will be removed from the program. If the individual is the sole presenter, the entire session will be removed from the program.
- No individual can appear in the program more than two times as a presenter. We want to ensure everyone has an opportunity to present at the one-day conference.
- The University of Utah will provide the Zoom room and link information. **Presenters need to provide their own laptop and anything else they would like to use to present.**
- If your proposal is accepted, please remain true to the original proposal's intent and content. Your abstract will be published in the program as a way to market your session. Any changes to the abstract must be sent to Casey.Hoekstra@utah.edu as soon as possible. Changes sent after the print date will not be made.

Important Dates

April 1: Call to Conference
April 1: Call for Proposals Open
May 7: Call for Proposals Closes
May 21: Notification of Proposal Review Decision
July 8: Registration Closes

Review Process

Proposals undergo masked review by volunteers who score the proposal based on how closely it meets the criteria laid out in the scoring rubric below. Each volunteer will make a recommendation regarding rejecting or accepting the proposal. Based on the overall quality of the proposal, the conference chair will then make the final determination for each proposal.

Scoring Rubric

Presentation Title:

Session Type:

Criteria and Possible Points (50 points)	Meets Criteria	Does Not Meet Criteria	Points
Relevance to Conference Theme (10 points)	Relevance of title, description, and overall concept is clear and explicit (5-10 points).	Relevance of title, description and overall concept is not clear (0-4 points).	
Purpose of Presentation (10 points)	Purpose of presentation is appropriate and reasonable (5-10 points).	Purpose of presentation is inappropriate or unreasonable (0-4 points)	
Learning Objectives for Participants (10 points)	Learning objectives for the presentation are clear and reasonable (5-10 points).	Learning objectives for the presentation are unclear or unreasonable (0-4 points).	
Delivery Method including Audience Engagement (10 points)	Delivery method for the presentation is appropriate and effective (5-10 points).	Delivery method for the presentation is inappropriate or ineffective (0-4 points).	
Proposal Clarity and Coherence (10 points)	The proposal overall is clearly and coherently written (5-10 points).	The proposal overall is not clearly or coherently written (0-4 points).	
		Total (50 points)	
		Reviewers Recommendation:	Accept Reject