

Call for Proposals

Utah CRLA's Regional Conference will be hosted on Friday, June 23, 2023 from 9:00 am to 4:00 pm. The conference theme is **Rising Strong: Meeting Students' Needs in the Changing Landscape of Higher Education**. Peer education services are intended to assist students in developing transferable skills that empower them to succeed beyond their college career. With the changing landscape of higher education and the workforce, it is imperative we provide services that meet the unique needs of our students to adequately support them. 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 April 17, 2023.
- 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.
- **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

February 21: Call to Conference

February 27: Call for Proposals Open

April 17: Call for Proposals Closes

May 8: Notification of Proposal Review Decision

May 26: Registration Closes

June 23: Conference

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