CALL FOR PROPOSALS

SUBMISSION GUIDELINES

ABOUT
The Faculty Women of Color in the Academy is a unique educational and professional development conference that provides women faculty, university administrators, post-doctoral and graduate students with a forum to network, engage and learn with peers from around the country. Through discourse, best practices, and methods are shared to take women to the next level. The two-day conference will motivate and inspire participants to meet their professional goals.

WHY PRESENT AT THE FWCA CONFERENCE?

• You will have a voice: your ideas will be shared and discussed with women of color who are members who are highly motivated to advance their careers in higher education. This is a great opportunity for your campus and your own professional development.

• You can support women of color by sharing your stories of success and learned lessons that can provide insight and solutions to your peers.

• You will play an integral role to help motivate, encourage and empower women who share similar research interest and fostering strategic and practical approaches to achieving professional goals.

• Workshop presenters will save money: If your proposal is accepted, your conference registration fee will be waived as a token of our appreciation.

• Poster board presenters will be able to gain valuable feedback for their research and network with others who share similar research interests.

• You will help FWCA sustain its reputation of providing a unique platform for women of color to Connect with research colleagues, Support aspirations and Empower growth and change.

CONFERENCE GOALS
As you prepare your proposal and presentation, please consider the following goals of the FWCA Conference. Participants will:

- Attend a high-quality, participatory, inclusive and interactive event delivered in a professional manner
- Be inspired, motivated, energized and empowered
- Gain lessons, ideas, tools, and strategies to bring back to their institution, organization or community
- Make new contacts and build lasting relationships

PROGRAM & SUBMISSION STRUCTURE

A conference session is not only a presentation but an opportunity for dialogue, sharing and reflection with attendees. The more effort you make to include good practice and interaction with participants, the more likely your session will be selected and will be ultimately successful. We will give priority to proposals that:

- Represent multiple perspectives on a project, topic, or initiative
- Have a mixture of expert advice and are broadly applicable and replicable
- Share good practices and experiences on the presentation topic
- Are engaging, fostering conversation, dialogue, and brainstorming

GENERAL INFORMATION & REQUIREMENTS

REGISTRATION REQUIREMENTS

- Accepted 90 minute workshop proposal that is accepted, FWCA will waive the registration fee waived and provide lodging.

- Accepted 40 minute poster presentations will have to register and cover all costs for attending the conference.

AUDIO VISUAL EQUIPMENT

- Will provide LCD projectors, and PC laptops loaded with Office, and Wi-Fi will be provided for workshop presentations in meeting rooms. Flip charts, if requested, will also
be provided. Confirmation of audio and visual needs will be requested from all presenters and confirmed prior to conference date.

- Poster presentation posters are 4-foot x 4-foot two-dimensional printed presentations illustrating research studies, programs, or other work. Posters are fixed to portable bulletin boards and are available for viewing at leisure throughout the conference. There is also one time block during which all presenters stand near and share their posters with conference participants. No A/V equipment or electricity is provided but presenters may use their own laptops or tablets at low volume. (12–15 per strand)

AFFILIATION LISTINGS

- The names and affiliations of all scheduled Presenters and Co-presenters will be printed in the program. This information will be pulled directly from your FWCA proposal application. Please make sure your affiliation information is how you would like it to appear in print.

SUBMIT YOUR PROPOSAL

- The submission deadline is November 16, 2015 at 11:59 PM EST.

ONLINE SUBMISSION SYSTEM

- FWCA Call for Proposal application site, https://illinois.edu/fb/sec/2049286

- You will be able to begin the proposal application process and save your work to complete at a later time. Make sure to complete the Save and Finish box. You will be sent an email link to access your application. When the application is complete you must hit submit for your proposal to become an official submission and is ready for review.

GENERAL PROPOSAL GUIDELINES

- Please make sure to review all submission requirements and guidelines prior to submitting. Submissions that do not follow the guidelines will not be reviewed.
CONFIRM PRESENTERS

- Proposals must have approval from all presenters listed in the proposal prior to submission. It is the responsibility of the proposal submitter to ensure the adherence of this rule for all co-presenters.

GENERAL PROPOSAL INFORMATION

- Every proposal must select a workshop track (Faculty, Administrator, Graduate student)
- Proposals should include no more than four (2) presenters
- Workshop sessions are for 90 minutes in length
- Poster Sessions are for 40 minutes in length
- Qualifications of presenter(s) (please include your curriculum vitae)
- Workshop title and 100 to 150 word description of the presentation

FIELDS

The following fields appear in the online submission system.

1. Name of proposal submitter
2. Title
3. Department
4. Institution
5. Email address
6. Telephone number
7. Resume/ Curriculum Vitae
8. Workshop or Poster Presentation proposal
9. Prior experience
10. Workshop Presenters please provide the name and email address of two references
11. Name of co-Presenter(s), title and institution affiliation
12. Workshop title or Poster title
13. A brief description of the workshop or poster presentation that will be printed in the program
PROPOSAL FORMAT

1. Detailed Abstract: An expanded explanation of your proposal, which will be used to review the proposal and in the online program. 500-1000 words

2. Description/Presentation Outline. Include (a) purpose, background, targeted audience, goal, and implementation. For workshop presenters provide timeframe breakdown utilizing 1.5 hours of time

3. Learning Outcomes

4. Relationship to the FWCA Mission to Connect. Support. Empower

5. Times New Roman 12-point font, double spaced, 1-inch (2.5 cm) margin, and 8.5 by 11 inch page setting. Maximum of three pages. Submit as a Word document

EVALUATION CRITERIA

1. The proposal clearly addresses a topic related to the conference mission to Connect, Support, Empower

2. Workshop proposal relevance of session content to the intended target audience

3. The proposal highlights best practices, strategies for getting promoted, work life balance, and promoting career and professional development

4. Poster Board presentation use an appropriate research design based on the research purpose/questions and perspectives or theoretical framework support the research design.

5. The proposed method for engaging audience participants is thoughtful, intentional, and appropriate
6. The proposal abstract (which will be included in the conference program) is well written, adheres to the word limit, and clearly describes the main points of the presentation and the intended audience.

IMPORTANT DATES & DEADLINES

- Call For Proposals launches, September 15, 2015
- Registration will be launch, October 1, 2015
- Submission period closes, November 16, 2015
- Reviews and schedule creation: end of November to mid-December
- Acceptance/Decline Announcements, January 6, 2016
- Deadline to accept/decline presentation, January 29, 2016
- Early Bird Registration ends, February 5, 2016
- Deadline to make edits/updates to accepted proposals, February 12, 2016
- Schedule will be announced: February 2016
- Conference Dates: April 1-2, 2016

For additional information please contact Medra Roberts-Southerland at mrs@illinois.edu. Please use as subject line Call for Proposal.