



The SDCPA Conference Planning Committee invites those interested in presenting a breakout session, to submit proposals for the 2010 Conference. The conference will be held February 10-12 at the Radisson Hotel in Rapid City, SD.

**Ideas** for areas to present include but are not restricted to the following areas.

- Academic Success
- Admissions
- Assessment
- Athletics/Recreation
- Career Development
- Campus Activities
- Counseling/Advising
- Diversity
- Disability Services
- Financial Aid
- Registration/Records
- Residential Life
- Recruiting/Retention
- Student Life
- Technology

SDCPA is a strong organization, built by the participation of its members. Please consider sharing your knowledge and experience with other student-centered professionals.

To submit a proposal, please return the attached proposal form, program abstract, and program description by one of the following methods by Monday, January 4, 2010.

**Submitting by Mail:**

Jody Owen  
SDCPA –President Elect  
South Dakota State University  
Box 2214, SWSC 110  
Brookings, SD 57007

**Submitting by E-mail:**

Email and attach your completed form to:  
Jody.Owen@sdstate.edu

**Questions?**

Please call Jody at 605-688-4155

South Dakota College Personnel Association is committed to providing leadership in addressing issues and trends that impact post-secondary education throughout South Dakota, and to promoting student development and learning.

# Proposal Form

## SDCPA 2010 Mid-winter Conference

### The Power of Knowledge: Developing a Legacy of Learning

Please use this form to submit your proposal(s) for conference Breakout Sessions or Poster Research Sessions. You may duplicate this form as needed. Proposals should include all information requested within this form, including a program abstract and a program description. The deadline for submission is **January 4, 2010**. The Conference Planning Committee will review all proposals that are submitted by the deadline.

**Program Title:** \_\_\_\_\_

**Type of Program:**

\_\_\_\_\_ Breakout Session      \_\_\_\_\_ Research Poster Session

**Targeted Audience Skill Level:**

\_\_\_\_\_ Basic  
\_\_\_\_\_ Intermediate  
\_\_\_\_\_ Advanced

**Coordinating Presenter**

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Institution: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

E-mail: \_\_\_\_\_

**Co-presenter(s) Information**

**Co-presenter #1**

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Institution: \_\_\_\_\_

**Co-presenter #2**

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Institution: \_\_\_\_\_

**Preferred Program Format**

\_\_\_\_\_ Panel  
\_\_\_\_\_ Lecture/Discussion  
\_\_\_\_\_ Roundtable  
\_\_\_\_\_ Other \_\_\_\_\_

**Equipment Needs**

\_\_\_\_\_ Television/VCR  
\_\_\_\_\_ Data Projector & Screen  
\_\_\_\_\_ Overhead Projector & Screen  
\_\_\_\_\_ Dry Erase Board or Flip Chart  
\_\_\_\_\_ Other \_\_\_\_\_

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**Program Abstract:** Program abstracts for breakout sessions and research poster sessions should be suitable for publication in the conference booklet and are limited to 80 words or less. Abstracts must accurately represent presentation content.

**Program Description:** Program descriptions for breakout sessions and poster presentations should be suitable for publication in the SDCPA Connections newsletter and are limited to 500 words or less.

Breakout session descriptions should include the following.

- Introduction: submit a brief summary of what you are presenting
- Background / rationale: describe the purpose of your program and provide an explanation of how the content relates to professional competency or a critical issue in higher education
- Relevant conceptual or theoretical framework: identify a conceptual framework or theory that supports your ideas and include a review of the literature, if appropriate

Research poster session descriptions should include the following.

- Introduction: submit a brief summary of what you are presenting
- Purpose: describe the purpose of your research and offer an explanation of how the content relates to professional competency or a critical issue in higher education
- Methodology and results: identify your method of data collection and present the results of your research

*Your program description may be published in a future SDCPA Connections newsletter. You will be notified if your program description is selected for publication.*