

## Call for Sessions - Breakout Sessions

### Breakout Sessions Highlights

- All sessions are approximately 1-hour long. Time for audience Q&A should be included in the 1-hour block.
- All sessions are intended for the purpose of contributing to the professional development opportunities for Convention attendees.
- We recommend that Allied members partner with a school representative for their session proposals to discuss best practices. The school representative should participate in the educational content of the session rather than testimonial purposes only.
- Maximum of four speakers per session, including the moderator.

### FAQs

#### **Who should submit a proposal?**

Thought leaders across career education are encouraged to propose sessions for the Convention. Please note that you must be a CECU/NACC member prior to the event to be eligible to have your session accepted.

#### **What topics should proposals address?**

Topics can address education; compliance; assessment; admissions; well-being; diversity, equity, and inclusion; regulatory issues; current issues in higher education; and other related research and innovations in the career education environment.

#### **What do successful session descriptions consist of?**

- Descriptions should be clear and concise regarding what audience members will gain from attending the session.
- Description clearly explains what areas of higher education would be discussed and addressed in the session.
- Proposal should be clear how the content will be delivered, and the role speakers/facilitators will take.

#### **What is needed for submission of a session proposal?**

- CECU member status
- Point of contact
- Title
- Description (50-250 words in paragraph format)
- Presenter/Panelists' name, company, title, email.
- One to three session objectives explaining what attendees will learn in your session if selected.
- Selected session track (one of the following):
  - Regulatory & Government Relations – Sessions will provide information about current regulations and changes in Washington, DC as well as how to be the voice in your community to affect positive change and partnerships with representatives. Topics include compliance, regulatory topics, 90/10, Title IV, etc.

- Business Operations – Sessions in this track will focus on equipping attendees with the information and skills needed to operate career education institutions to meet the needs of students while managing a successful organization. Topics include communications, business operations, program development and outcomes, strategic planning, alumni engagement, marketing, etc.
- Leadership & Professional Development - Sessions in this track focus on developing skills and expertise in the field. They can include topics such as leadership capacity, diversity and inclusion, organizational leadership, personal career development, cultural competence, strategic planning, change management, and staff recruitment and retention.
- Session Delivery Format
  - Panel Discussion – An informational discussion between up to three panelists with various viewpoints, moderated by a skilled conversationalist with knowledge in the topic area.
  - Expert Lecture - Speaker(s) present in standard lecture format, with time for audience Q&A at the end.
  - Moderated Discussion – Features an expert, engaged in a one of one conversation with a skilled interviewer, including audience Q&A.
  - Case Study – An analysis of a situation(s), reviewed by audience members in its entirety to gain knowledge from a historical perspective.
  - Workshop – Speaker creates a learning environment for audience members that is highly hands-on and engaging.

### **What is the difference between Breakout Sessions and Roundtable Discussions**

Breakout sessions along with keynote sessions create the core content and foundation of the Career Education Convention. Breakout sessions are formal, 1-hour sessions proposed and presented by experts in the career education sector. Roundtable discussions are 30-minute sessions intended to supplement the content of breakout and keynote sessions, while providing an informal discussion environment to connect with other attendees on hot topics in higher education. Both proposal forms will be open from March 1 – 31, 2023. Please note, there are separate forms for the Breakout Session and Roundtable Discussions.

### **Can I submit a proposal for a breakout session and roundtable discussion?**

Yes, you are welcome to submit interest for both.

### **Prohibited Activities Includes:**

- Product demonstrations of any kind.
- Extensive highlighting of any product or service.
- Brochures or flyers with sales focus.
- Conducting sign-in sheets, mass collection of business cards, or roll call for the intention of sales activities.