

Tips for a Successful AALHE Conference Proposal

#aalheconf #aalhechat aalhe.org

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Association for the Assessment
of Learning in Higher Education

AALHE
PROMOTING ASSESSMENT FOR LEARNING

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Welcome!



Jeanne Horst



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AALHE **2020**
CONFERENCE

NEW ORLEANS, LA
JUNE 8 - JUNE 11, 2020


Proposals due Friday, January 17, 2020

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Getting to know each other: Poll #1

How many conference proposals (any conference) have you ever submitted?

- 0
- 1-5
- 6-10
- 11+



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Getting to know each other: Poll #2

Have you presented at an AALHE conference?

Yes

No

Can't remember

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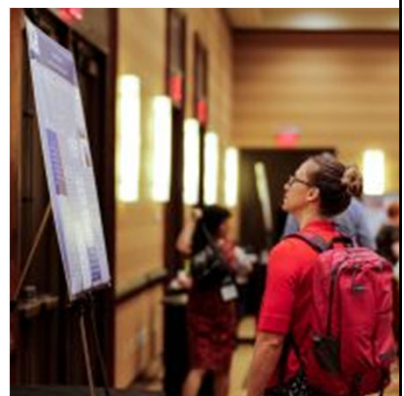
Getting to know each other: Poll #3

Have you attended an AALHE conference?

Yes

No

Can't remember



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We encourage student proposals

Graduate student travel awards (up to \$1000)

Requirements:

1. Be a student member (\$40 per year)
2. Be enrolled as a full-time student in an advanced program
3. Submit a conference proposal
4. Complete a (short) application
5. Get a letter of support from a faculty member



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We encourage student proposals

Student **conference fee waiver**

Requirements:

1. Student status
2. Agree to work 5-6 hours at the conference



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Who reviews the proposals?

Trained peers who are predominately members of the Conference Committee

Interested in volunteering?

Contact info@aalhe.org

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Role of conference theme in scoring

Diversity and Equity in Assessment:

How can assessment support fairness, equitability, and inclusivity in a variety of teaching and learning environments?



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What makes a good proposal?

- Speak to the conference theme
- Stick to the word limit
- Support your proposal with scholarship

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Common mistakes

- Not aligned to session format (e.g., poster session)
- Does not address the review criteria
- Unclear purpose, central message, and significance
- Poorly written



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Tip #1: Have a clear purpose

- Explore and get feedback
- Present multiple perspectives on an issue
- Do a deep dive
- Share research findings
- Share expertise
- Critically reflect and offer lessons learned
- Teach a skill

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Tip #1: Have a clear purpose-Align to format

- Poster Session (90 minutes; 1–2 presenters)
- Single Paper or Focus (60 minutes, up to 4 presenters)
- Symposia (60 minutes, up to 3 presenters)
- Dialogues (60 minutes; 1–4 facilitators)
- Panels (60 minutes, 1 moderator)
- Skill Development—Theory to Practice (75 minutes each)
- Roundtable Discussion

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Tip #2: Use the criteria

Explicitly reference the criteria; it helps scorers find the important information

- Equity-Focused Approach
- Theory-to-Practice Model
- Creative Approach
- Evidence of Effectiveness
- Participant Engagement

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Tip #3: It's an argument

Write a compelling case for your session's value.

- Have the "so what?" question in mind as you craft your proposal
- Why is your topic important?
- If your session resolves a problem, why is that valuable, useful?
- How is your topic aligned with the conference theme?
- How does your session provide value to other assessment practitioners?

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Tip #4: Use scholarship to frame and support

- Locate your ideas in a body of knowledge
- Citations serve as guideposts; help scorers & attendees make sense of your session
- Citations can increase your credibility
- Use author (date) format for in-text citations; no reference list



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Tip #5: Submit 24 hours before deadline

Hey, things happen, like power outages, so submit the day before.

If you encounter issues, please contact
info@aalhe.org

We are here to help.



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Tip #6: Get feedback; revise, proofread; edit

- Get peer feedback on your proposal before you submit it
- Listen to and evaluate their feedback
- Make appropriate revisions
- Proofread & edit your document



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What's expected in the *Presenter Qualifications* section?

- Degree(s) earned
- Current role or student status
- Institution
- A summary of accomplishments
- Other assessment-related activities, e.g., volunteering for the AALHE conference committee

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Writing the the *Participant Engagement* section for a **poster proposal**

What are your strategies to do the following?

- Make your content engaging and thought-provoking
- Design your poster so it's visually interesting and well designed
- Get people to stop & talk



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Interested in collaborating on a session?

Our communication channels are intended to support this value.
Search for collaborators by:

- Tweeting about your area of expertise/interest with the #aalheconf hashtag
- Posting in the AALHE LinkedIn Group
- Reach out to members of your volunteer committee/home institution/a neighboring institution/AALHE member directory

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Previous session descriptions are online



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- Membership Benefit

- 2020 Conference
- Past Conferences**

Past Conferences

Below you may find information on our previous Annual Conferences, including the Program Books.

2019 Conference

June 10-14, 2019 in St. Paul, Minnesota

[2019 Online Schedule](#)

Latest News

[Upcoming Webinar: Bringing Assessment Expertise to Grant Evaluation](#)

Upcoming Events

Sat Mar 14, 2020
[ACF2020: the American Council](#)

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We encourage you to submit!



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Questions? We are here to help!

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