

Annual Undergraduate Advising Conference – Call for Proposals

Tips for Planning your Breakout Session

- When covering a topic, explain how people can put this to practice.
 - How is this applicable to the day-to-day? Advisors want to be able to put this knowledge to practice.
 - What strategies can people use?
 - Consider big picture grand strategies
 - Consider smaller, more practical strategies for brief meetings with students
 - Can you give examples of scenarios and how you addressed them (examples of student needs/issues and how advisors can address those needs/issues).
 - Can you offer any student perspectives?
 - What have other departments done? Review best practices
 - Handouts with key terms/definitions/acronyms explained
 - Can people contact you with follow up questions?
- Consider your audience: is the information you are presenting best suited for more experienced advisors, directors/department heads, or for newer advisors, or for anyone at all levels?
- Sometimes we receive proposals that cover similar topics, if your proposal is similar to someone else's, there are a few options:
 - Consider if you are willing to collaborate and present a merged presentation with these other colleagues.
 - Consider if you would like to shorten your presentation to be part of a group "lightening talk" session with several other colleagues presenting shortened versions of their presentation (5-10 minutes each) – this option works best if the goal is to disseminate new information/processes out of your department.