 **Call for Proposals**

**29th Annual Conference**

***“Community Colleges: Changing the Landscape of Appalachia”***

 **June 5-7, 2022**

 **Asheville, NC**

***The Community Colleges of Appalachia*** (***CCA***), a voluntary association of public community colleges serving the common interests of member colleges and their communities through programs and services responsive to the unique cultural, geographic, and economic challenges facing the region, invites interested individuals to submit proposals for the 2022 Annual Conference. Annually, CCA hosts a conference geared toward a specific theme. The CCA 2022 Annual Conference, with the theme “Community Colleges: Changing the Landscape of Appalachia” will take place in Asheville, June 5-7, 2022.

Sessions are normally scheduled for forty minutes. Presenters are asked to reserve a few minutes at the conclusion of their sessions for questions and comments.

**WHAT CCA SEEKS IN PROPOSALS**

The Program Planning Committee solicits proposals which meet these main objectives:

* To achieve the goals and objectives of the conference.
* To highlight exemplary models of success and innovation which have helped transform Appalachia.
* To ensure that sessions combine significant content and an emphasis on interactive, creative approaches that stimulate discussion.
* To ensure that sessions go beyond merely describing a particular problem or opportunity to also (a) analyze what worked, what didn’t work, and why, and (b) facilitate the ability of participants to apply the information shared.

**HOW PROPOSALS WILL BE REVIEWED AND SELECTED**

Proposals will be reviewed by members of the Program Planning Committee and are expected to meet these minimum criteria:

* Adherence to proposal submission instructions.
* Relevance to the conference theme, goals, and objectives.
* Potential for engaging participants in substantive discussions.
* Clarity of writing.

**EXPECTATIONS FOR PRESENTERS**

Presenters must

* Register for the conference,
* Agree that their presentation abstract may be used to advertise the conference and may be included in the conference brochure,
* Agree to provide their presentation in an electronic format to be posted on the CCA website following the conference, and
* Be from a member institution (exceptions can be made by the Program Planning Committee).

**INSTRUCTIONS FOR SUBMISSION AND CONSIDERATION**

1. Complete the Session Proposal form and submit it via email to both Dr. Anne McNutt, CCA Executive Director, amcnutt@ccofapp.org and Dr. Brian Swords, CCA Program and Technical Coordinator, bswords@ccofapp.org **prior to November 8, 2021.** Proposal forms will be forwarded to the Program Planning Committee.
2. Session proposals will be judged by the Program Planning Committee based on the criteria.
3. Session leaders will be notified of their selection.

**TIMELINE**

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| September 14, 2021 | Call for Proposals distributed to CCA member institutions |
| November 8, 2021 | Deadline for Submitting Proposals |
| November 22, 2021 | Proposals Sent to Program Planning Committee |
| January 10, 2022 | Planning Committee Selects Proposals |
| January 17, 2022 | Presenters Notified |



**Community Colleges of Appalachia 2022 Conference Session Proposal Form**

**Conference Theme: “*Community Colleges: Changing the Landscape of Appalachia”***

**Instructions:** Complete this form and email it to both Dr. Anne McNutt, Executive Director, Community Colleges of Appalachia amcnutt@ccofapp.org and Dr. Brian Swords, Program and Technical Coordinator, Community Colleges of Appalachia bswords@ccofapp.org. **Submission Deadline: November 8, 2021**

**Proposed Session Title:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**Presenter(s):**

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

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**Session Description**

**Please provide a description of your proposed session (500 Word Maximum)**

**Please provide a brief description (50 word maximum) that may be used to publicize your session:**

**In 250 words or less, please explain how your session is relevant to the conference theme.**

**Completed session proposal forms should be scanned and emailed to both Dr. Anne McNutt, CCA Executive Director,** **amcnutt@ccofapp.org** **and Dr. Brian Swords, CCA Program and Technical Coordinator,** **bswwords@ccofapp.org** **no later than November 8, 2021.**