

## ACCA: The Gateway to Excellence in College Counseling



### 5<sup>th</sup> National American College Counseling Association Conference A Division of the American Counseling Association October 6-9, 2010, St. Louis, Missouri, Hyatt Regency St. Louis Riverfront

#### Directions for submitting proposals:

1. Follow the outline provided below for all proposal submissions.
2. Save the proposal in MS Word with the first several words of the title of the proposal as the title of the document.
3. All proposals must be submitted electronically as an e-mail attachment using MS Word. If you have concerns about this format, contact Sylvia Shortt at the International Services and Programs Office, 678.839.4780; University of West Georgia: [sshortt@westga.edu](mailto:sshortt@westga.edu)
4. Send e-mail submissions to Sylvia Shortt: [sshortt@westga.edu](mailto:sshortt@westga.edu)
5. Each presenter must attach her/his vita or résumé.
6. Deadline for submission: All proposals must be received by **December 12, 2009**.

#### Format for proposal submissions:

- I. Program Title
- II. Program Description (not to exceed 300 words)
- III. Abstract (exactly as you would like it to be printed in the conference program; do not exceed 150 words)
- IV. Goal(s) of session
- V. Session/learning objectives
- VI. Program length: a) 1 ½ hrs. b) 3 hrs. c) Poster Session d) 20 minutes (graduate students only)
- VII. **Overhead projectors, screens and technology cart will be provided by ACCA. Please bring your own laptops, Data (PowerPoint) projectors, flip charts, or any other AV that is needed. You may also negotiate price with the hotel for your own AV rental.**
- VIII. Lead Presenter Information
  - A. Name
  - B. Degree
  - C. License or certification (specify abbreviations)
  - D. Title
  - E. Institution
  - F. Phone number
  - G. Fax number
  - H. E-mail address
- IX. Co-presenter(s) Information (same as above for each co-presenter)

**Please note: All presenters must attach a vita or résumé along with the proposal.**