2018 NAE4‑HA PRESENTATION PROPOSAL GUIDELINES AND REVIEW CRITERIA

Important Dates:

November 1, 2017:   Proposal system opens
January 31, 2018:   Deadline to submit proposals 11:59 p.m. (Pacific Time)
April 1, 2018:   Notification sent to presenters
Website: http://www.nae4ha.com/2018-annual-conference

Presentation Types:

The NAE4-HA Programs Committee invites you to submit a proposal to present at the 2018 NAE4-HA Annual Conference to be held in Columbus, Ohio October 7‑11, 2018. NAE4-HA will accept presentation proposals under the following session categories:

- Competency Building Workshops (85 minutes)
- Research and Evaluation Reports (25 minutes)
- Program Seminars (55 minutes)
- Program Showcase (25 minutes)
- Poster (1 hour staffed)

All proposals will be evaluated through a blind review process composed of 3-7 reviewers. Please note that the information provided in the proposal is the only basis for the reviewers to evaluate the proposal.

All presenters will be responsible for their own expenses, including conference registration, travel, lodging, meals and handouts. The conference will provide a LCD projector laptop, power strip, easel and screen for each room. Internet access will be at a cost.

NAE 4-HA Members are allowed to be listed on 2 proposals submitted for the conference, your proposals include seminars, posters and board-supported submissions. The final selection will be based on the professional development needs of the conference.

Questions related to the 2018 NAE4-HA conference proposal process may be submitted to:

- Kathy Bruynis   bruynis.5@osu.edu
- Travis West   west.222@osu.edu
- Abby Smith   awsmith@uga.edu

Competency Building Workshops (85 minutes)

A competency building workshop teaches a specific skill set needed by youth development professionals. The workshops should relate to one, or more, of the core competencies for youth development professionals: 1) youth and adult development, 2) organizational systems, 3) learning strategies, 4) volunteering, 5) partnerships, and 6) personal development. The proposal should include a detailed justification of why this competency is important, how the presenter will teach the competency within the given time frame, what is required to replicate the program, and how the presenter will enable attendees to learn more after the session. The workshop should be hands-on and include exercises which allow participants to practice using the skill set. Workshops should include take-home materials for use and reference post-conference.

Competency Building Workshop Proposal Outline:

Proposals for competency building should include the information following. Presenters are expected to provide a copy of the competency building proposal to session participants.

- Abstract (200 words maximum)
    - ✓ Summarizes the content of the proposal and will be used in the conference proceedings
- Proposal Outline (1000 word maximum)
    - ✓ Skill Set Description: Include justification of why this skill set is important and under which core competency categories the skill falls.
    - ✓ Targeted Outcomes for Session Participants: Describe targeted outcomes for the participants who will be attending the session.
    - ✓ Instructor's Qualifications: Provide evidence that instructor has successfully taught the competency and/or used the skill set. Do not include the presenter's names. Instead, use descriptors such as "Instructor" or "Co-Instructor".
    - ✓ Instructional Techniques: Describe the instructional techniques that will be used in the conference presentation to teach the skill (achieve the targeted outcome) within the given time frame.
    - ✓ Program Replication Requirements: Describe any requirements for program replication,

such as purchase of curriculum, further training, materials, or funding.
- ✓ Handouts, Materials, etc.: Describe what take-home materials session participants will receive.

Competency Building Workshop Review Criteria:

Review Criteria	Point Value
Abstract clearly communicates content and intent of proposal	10
Description of competency building skill set and justification of need	20
Description of workshop's applicability within one, or more, core competencies	10
Targeted outcomes clearly defined	10
Evidence provided that presenter has previously successfully taught competency and/or used skill	5
Instructional techniques planned for conference presentation are appropriate	5
Program replication requirements included and are realistic	10
Take-home materials planned to conference presentation are appropriate	10
Contribution to new knowledge or new interpretation	10
Appeal to youth development audience	10

Research and Evaluation Report (25 minutes)

Research and evaluation reports summarize theoretical, systematic inquiries related to the advancement of youth development theory and practice. Research reports present the results of empirical investigations (quantitative or qualitative) of topics. Evaluation reports present the results of systematic measurement of youth development program outcomes or delivery processes. For the research paper provided to session participants, it should be written following NAE4-HA Journal of Youth Development guidelines or another journal's guidelines. It is expected that the paper with either 1) be in-press or 2) be submitted for consideration of publication soon after the conference in a professional journal.

Research and Evaluation Proposal Outline:

Proposals for research and evaluation reports follow a standard science research report outline. The following elements will be a part of the research and evaluation proposal.

- Abstract: Summarizes the content of your proposal and will be used in the conference proceedings (200 words maximum).
- Introduction and brief review of literature: Include research questions or hypotheses and relevant current theoretical literature. Provide 2 or more reference citations in the text used to inform project design and a reference list.
- Methodology: include subsections describing the subjects or participants, instruments or qualitative method used, and data collection and analysis procedures.
- Results: Provide brief summary of results.
- Discussion, Implications and Conclusions

Research and Evaluation Review Criteria:

Review Criteria	Point Value
Abstract clearly communicates content and intent of proposal	10
Quality, appropriateness and rigor of the study	15
Research base and/or literature review appropriate	15
Methodology clear and complete	20
Results clear and complete	15
Implications and/or conclusions are appropriate and/or validated by reported results	15
Contribution to new knowledge or new interpretation	10

Program Seminars (55 minutes)

Program Seminars and high quality experiential education programs that utilize research findings or "best practice" in their program design. Programs can target audiences such as youth, adults, volunteer leaders, etc. They have clearly defined outcomes and evaluation data that shows the program achieved its targeted outcomes. Program Seminars should advance the field of youth development by introducing new, or newly interpreted, curriculum, delivery models, management methods, technology, etc. Presenters should utilize hands-on activities to help session participants experience the program.

Program Seminar Proposal Outline:

Proposals for program seminars should include the information outlined below.

- Abstract: Summarizes the content of your proposal and will be used in the conference proceedings (200 words maximum).
- Program Description: Include a brief description of program content, delivery methods, targeted participants and program outcomes.

- Research Base: Provide a brief summary of research (provide 1 or more reference citations in the text) or "best practice" that was utilized to inform program design, content or delivery modes and a reference list.
- Program Evaluation: Brief description of procedures and findings providing evidence that program achieved targeted outcomes.
- Targeted Outcomes for Session Participants: Describe the targeted outcomes for the participants who will be attending the session.
- Instructional Techniques: Describe the instructional techniques that will be used in the conference presentation.
- Program Replication Requirements: Describe any requirements for program replication, such as purchase of curriculum, further training, materials, or funding.

Program Seminar Review Criteria:

Review Criteria	Point Value
Abstract clearly communicates content and intent of proposal	10
Description of experiential program to be presented is clear and complete	20
Research base or "best practice" is appropriate	10
Evaluation data shows program achieved targeted outcomes	10
Targeted outcomes for participants clearly defined	10
Instructional techniques planned for conference appropriate	10
Program replication requirements included	10
Contribution to new knowledge or new interpretation	10
Appeal to youth development audience	10

Program Showcase (25 minutes)

Program Showcase is a quick, simple way to share a program and its outcome(s). The program should still have defined outcomes and evaluation data (if available), but the showcase presentation will provide the highlights of the program and give participants a taste of and the opportunity to learn the basics of the program they may want to replicate within their youth development program.

Program Showcase Proposal Outline:

Proposals for Program Showcase sessions should include the following information outlined below.
- Abstract: Summarizes the content of your proposal and will be used in the conference proceedings (200 words maximum).
- Program Description: Include a brief description of program content, delivery methods, targeted participants and program outcomes.
- Program Evaluation: Brief description of procedures and findings providing evidence that program achieved targeted outcomes.
- Targeted Outcomes for Session Participants: Describe the targeted outcomes for the participants who will be attending the session.
- Program Replication Requirements: Describe any requirements for program replication, such as purchase of curriculum, further training, materials, or funding.

Program Showcase Review Criteria:

Review Criteria	Point Value
Abstract clearly communicates content and intent of proposal	10
Description of program being showcased is clear and complete	20
Evaluation data shows program achieved targeted outcomes	15
Targeted outcomes for participants clearly defined	15
Program replication requirements included	15
Contribution to new knowledge or new interpretation	10
Appeal to youth development audience	15

Poster Sessions

Poster sessions are graphic displays that encourage informal discussions on topics similar to those appropriate for program seminars. Posters should not be used to advertise a product or service. Posters should have the following labels in the display: program description, targeted participants, program outcomes, research base, program replication requirements, program evaluation and findings. Poster format will be provided in the acceptance letter sent to lead presenters.

Poster Session Proposal Outline:

Proposals for poster sessions should include the following information outlined below.

- Abstract: Summarizes the content of your proposal and will be used in the conference proceedings (200 words maximum).
- Program Description: Include a brief description of program content, delivery methods, targeted participants and program outcomes.
- Research Base: Provide a brief summary of research (provide 1 or more reference citations in the text) or "best practice" that was utilized to inform program design, content or delivery modes and a reference list.
- Program Evaluation: Brief description of procedures and findings providing evidence that program achieved targeted outcomes.
- Program Replication Requirements: Describe any requirements for program replication, such as purchase of curriculum, further training, materials, or funding.

Poster Session Review Criteria:

Review Criteria	Point Value
Abstract clearly communicates content and intent of proposal	10
Description of experiential program to be presented is clear and complete	20
Research base or "best practice" is appropriate	15
Evaluation data shows program achieved targeted outcomes	15
Program replication requirements included	15
Contribution to new knowledge or new interpretation	15
Appeal to youth development audience	10