

NAIS Annual Conference: Proposal Submission Guide



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Introduction

Thank you for your interest in the 2018 NAIS Annual Conference. Below we will cover the basics of the platform from login to submission of your proposal.

How To Login To Your Account

1. Click the “Login” button on the left hand side of the page or you can click the “Submit Your Proposal” Link to be taken to the login screen.

Home My Account Terms and Conditions Help Back to Annual

Login to submit or manage your proposal(s)

[Login](#)

Don't have an NAIS Account? [Create one here.](#)

The Call for Proposals deadline is June 9,
[CLICK HERE TO SUBMIT YOUR PROPOSAL](#)

2018 NAIS Annual Confer

The Leadership Journey: Guide to Possibilities

2. From the login screen you will be able to provide your Username and Password associated with your NAIS account to login. If you do not have a NAIS account please continue on to the [“How To Create An Account”](#) section of this guide.

NAIS

Connect with all of NAIS

Username

Password

Remember me

LOGIN

Need Help?

[I forgot my username or password](#)

[Create a user account](#)

3. Once you have logged in you will be taken back to the NAIS Annual Conference site to submit your proposal and all pertinent information laid out below in the “Submit a

Proposal” section.

Submit a Proposal

1. Once logged in you will be able to begin a new entry, you will be taken to the “Terms and Conditions” question form page. Please carefully review all the particulars of the NAIS Annual Conference and once reviewed click the confirmation box to indicate that you have read and understand the terms.

2018 NAIS Annual Conference

[Terms and Conditions](#) → [Presenter](#) → [Proposal](#) → [Co-Presenter\(s\)](#)

2018 NAIS Annual Conference Workshop Proposal

Terms and Conditions

Please read the following terms, conditions, and presentation guidelines carefully before submitting a proposal. By accessing or using this site, you agree to these terms of use, conditions, and all applicable laws. If you do not agree to these terms, you may not use this site. NAIS reserves the right to change the terms, conditions, and notices under which the NAIS Session Proposal Submission Website is offered.

Please note the following:

Session Proposal Submission Process

- Completion of the submission form does not guarantee acceptance or that a session proposal will be presented at an NAIS educational event.
- It is expected that all proposal submissions have been well thought out and are ready for presentation by the individual(s) identified in the proposal.

2. Once you have clicked the confirmation box you will be able to progress your submission by clicking the “Save and Next” button in the bottom right corner.

questions regarding this policy or a specific presentation should be directed to Emilia Ayon the NAIS Director of Programs, Professional Development, at ayon@nais.org.

 **Agreement: ***

- By checking this box, you agree to the terms and conditions for the 2018 NAIS Annual Conference workshop proposal submission process and are ready to begin your submission.

 **Save and Next**

3. You will be taken to the “Primary Presenter Details” form page, from here you will be

able to indicate the primary presenter details ranging from first and last name to contact information and School / Organization as well as if you have presented previously at the NAIS Annual Conference. Once you have filled out all required fields you will be able to select “Save and Next” to progress.

- NAIS events are noncommercial forums. Under no circumstances may a presenter promote a product, service, or anything else representing monetary self-interest. Failure to comply will impact future consideration. If you have any questions regarding this policy or a specific presentation, contact Nadia Woods at woods@nais.org.

Agreement *

- By checking this box, you agree to the terms and conditions for the 2017 PoCC Workshop Proposal Submission Process and are ready to begin your submission



Prev Save and Next

4. Next you will be taken to the “Proposal” form page, on this page you will be asked to select the type of presentation you will be conducting, a “One-Hour Workshop”, “Three-Hour Workshop” or a “PechaKucha Presentation”. Depending on your selection you will be presented with a different form that will allow you to input the relevant information for your type of presentation.

Type *

Choose Presentation Type

- Three-Hour Workshop: These interactive half-day workshops will take place on Wednesday, March 7, and require additional registration.
- One-Hour Workshop: These one-hour presentations will be offered from March 8-9, and will be organized by six tracks: Communication and Advancement, Governance, Leadership Development, Management, The Classroom Experience, and The Student Experience.
- PechaKucha: These rapid-fire PowerPoint presentations follow the 20 x 20 rule: 20 slides that advance automatically, at 20 seconds per slide. Visit our [YouTube page](#) to find an example from last year’s NAIS AC Powered by PechaKucha event.

PechaKucha
(select)
One-Hour Workshop
Three-Hour Workshop
PechaKucha

AC powered by

What is NAIS AC Powered by PechaKucha?

- 5a. If you have selected “One-Hour Workshop”, you will be asked to indicate that you have read and understand the expectations and benefits for the selected presentation type. You will also be asked to select the “Conference Track” that best represents your subject matter and provide details of said material ranging from the title of your presentation to learning objectives you wish to achieve during said the workshop.

Agreement *

Please click here that you have read and understand the expectations and benefits for your presentation type.

Conference Track *

Conference Track

Select the track that best represents the subject matter.

- **Communications and Advancement:** Designed for heads and trustees as well as communication and advancement practitioners, these workshops address what it takes to ensure effective communication to – and relations with – all key constituencies.
- **Governance:** Designed for trustees and heads of schools in their role as liaisons with the board, these workshops focus on all aspects of board governance.
- **Leadership Development:** Designed for heads and all academic and administrative leaders, these workshops focus on effective school leadership and professional development.
- **Management:** Designed primarily for heads, business officers, financial aid directors, division heads, and deans, these workshops focus on the day-to-day management of people, programs, finance, enrollment, the market, and operations.
- **The Classroom Experience:** Designed for all educators and academic leaders, these workshops focus on design and implementation of academic programs.
- **The Student Experience:** Designed for all educators and academic leaders, these workshops focus on the student experience, including: equity and justice issues, bullying, student wellness, families, and character development.

- Communications and Advancement
- Governance
- Leadership Development
- Management
- The Classroom Experience
- The Student Experience

Presentation Title *

Word count: 0 / 15

Learning Objective #1 *

6a. Continuing on this page you will be able to provide background information about the knowledge level you will be addressing, your target audience, engagement methods, and any Special Notes or Requests that pertain to the workshop. Once completed you will be able to advance to the next form page where you will be able to provide any information relevant to any co-presenters you may have.

Co-Presenters *

- Add co-presenters
 I have no co-presenters to add

First Name *

Last name *

Email Address *

Confirm Email Address *

CC Email Address

Confirm CC Email Address

7a. If you need to add additional co-presenters you can make the selection and input the additional information or your additional co-presenter(s). Once completed you will be able to click "Save and Finalize" to submit your proposal.

🔍

Job Title

School / Organization *

School Location: *

United States

International

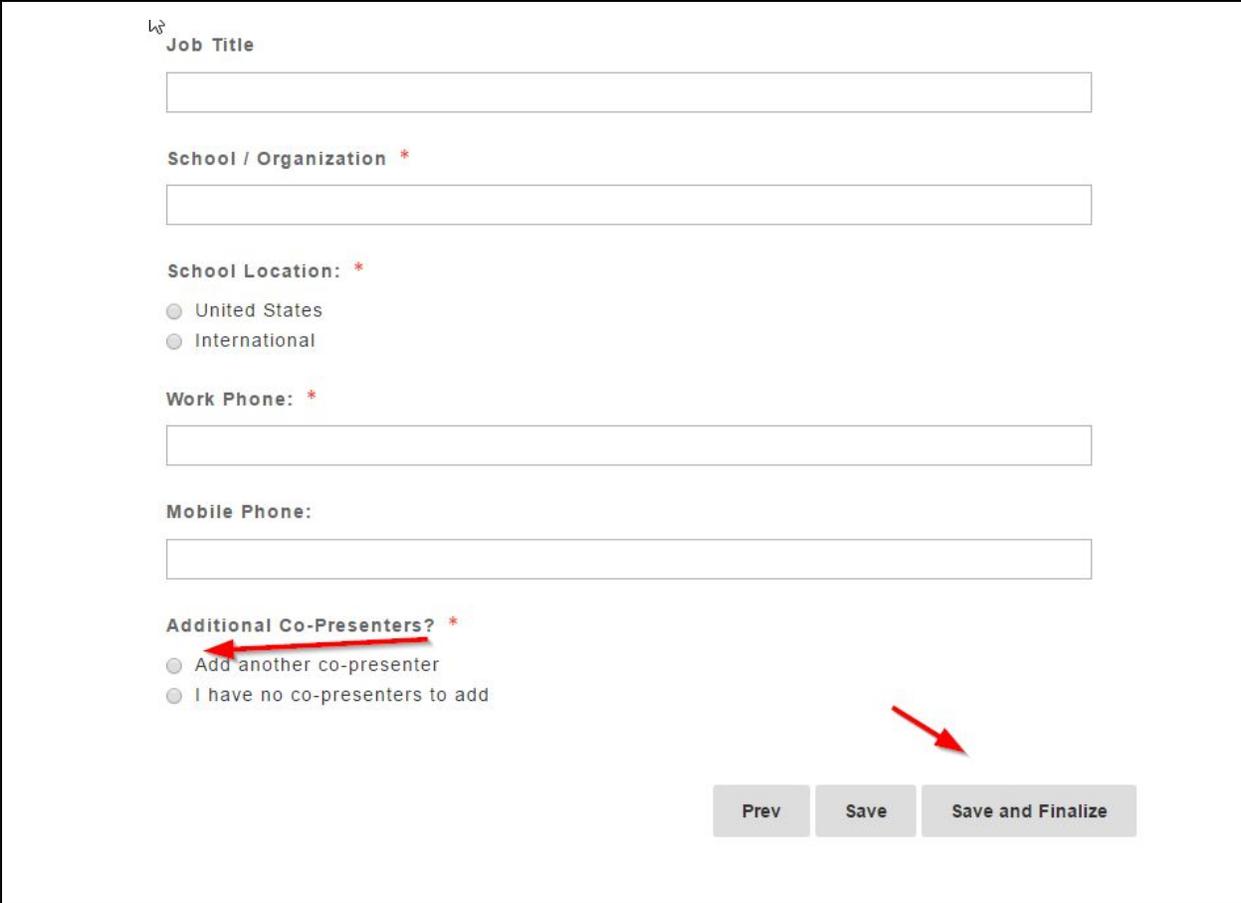
Work Phone: *

Mobile Phone:

Additional Co-Presenters? *

Add another co-presenter

I have no co-presenters to add



5b. If you have selected “Three-Hour Workshop”, you will be asked to indicate that you have read and understand the expectations and benefits for the selected presentation type. You will also be asked to select the “Conference Track” that best represents your subject matter and provide details of said material ranging from the title of your presentation to learning objectives you wish to achieve during said the workshop.

Agreement *

Please click here that you have read and understand the expectations and benefits for your presentation type.

Conference Track *

Conference Track

Select the track that best represents the subject matter.

- **Communications and Advancement:** Designed for heads and trustees as well as communication and advancement practitioners, these workshops address what it takes to ensure effective communication to – and relations with – all key constituencies.
- **Governance:** Designed for trustees and heads of schools in their role as liaisons with the board, these workshops focus on all aspects of board governance.
- **Leadership Development:** Designed for heads and all academic and administrative leaders, these workshops focus on effective school leadership and professional development.
- **Management:** Designed primarily for heads, business officers, financial aid directors, division heads, and deans, these workshops focus on the day-to-day management of people, programs, finance, enrollment, the market, and operations.
- **The Classroom Experience:** Designed for all educators and academic leaders, these workshops focus on design and implementation of academic programs.
- **The Student Experience:** Designed for all educators and academic leaders, these workshops focus on the student experience, including: equity and justice issues, bullying, student wellness, families, and character development.

- Communications and Advancement
- Governance
- Leadership Development
- Management
- The Classroom Experience
- The Student Experience

Presentation Title *

Word count: 0 / 15

Learning Objective #1 *

6b. Continuing on this page you will be able to provide background information about the knowledge level you will be addressing, your target audience, engagement methods, and any Special Notes or Requests that pertain to the workshop. Once completed you will be able to advance to the next form page where you will be able to provide any information relevant to any co-presenters you may have.

↳ **Job Title**

School / Organization *

School Location: *

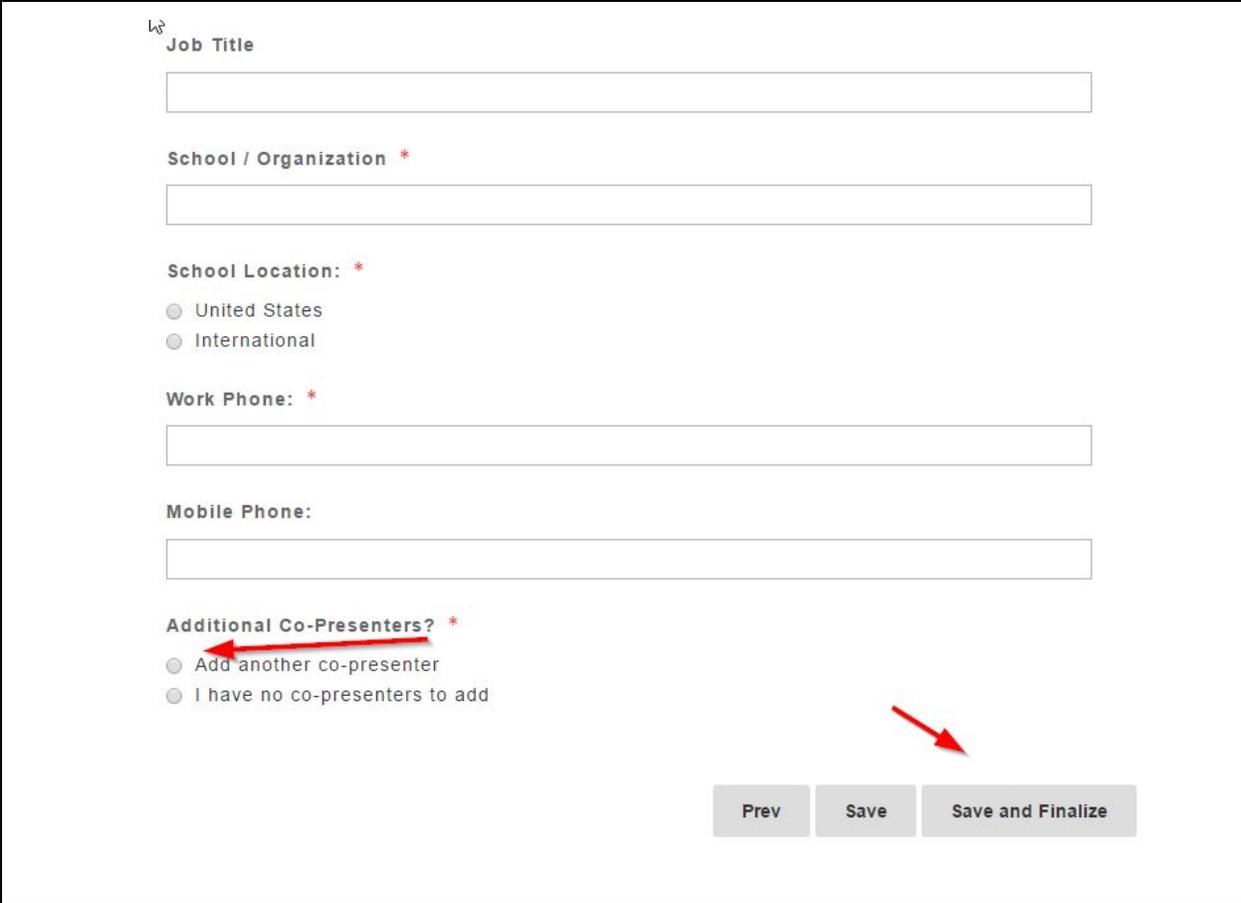
United States
 International

Work Phone: *

Mobile Phone:

Additional Co-Presenters? *

Add another co-presenter
 I have no co-presenters to add



7a. If you need to add additional co-presenters you can make the selection and input the additional information or your additional co-presenter(s). Once completed you will be able to click “Save and Finalize” to submit your proposal.

🔍

Job Title

School / Organization *

School Location: *

United States

International

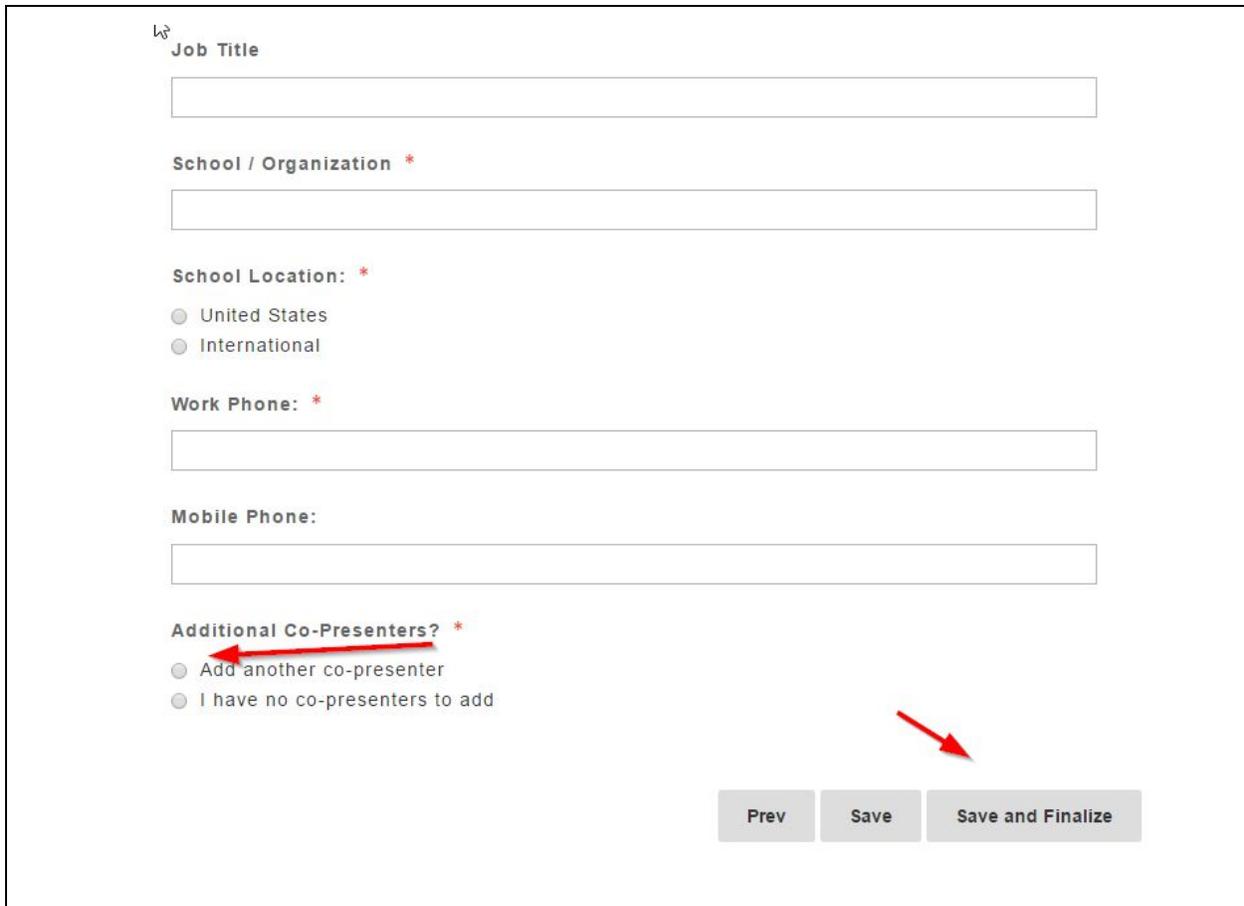
Work Phone: *

Mobile Phone:

Additional Co-Presenters? *

Add another co-presenter

I have no co-presenters to add



5c. If you have selected “PechaKucha”, you will be asked to indicate that you have read and understand the expectations and benefits for the selected presentation type. You will also be asked to indicate that you are familiar with PechaKucha presentations, if you have previously utilized the format or something similar as well as if you are comfortable working in powerpoint.

45

Agreement *

- Please click here that you have read and understand the expectations and benefits for your presentation type.

Are you familiar with PechaKucha presentations (or similar presentation formats, like Ignite)? *

- Yes
 No
 Maybe

Have you previously presented using a PK format or something similar? *

- Yes
 No

Are you comfortable working in PowerPoint? *

- Yes
 No

6c. Next you will be asked to outline the particulars of your presentation, from the program proposal, what makes you passionate about the topic, and an indication of visual that come to mind when thinking of the topic.

Presentation Title *

Word count: 0 / 15

Conference Program Abstract *

Word count: 0 / 100

B I U S Size ▾      

What makes you passionate about this topic? *

Word count: 0 / 100

B I U S Size ▾      

What images or visuals come to mind when you think about this topic? *

Word count: 0 / 100

B I U S Size ▾      

7c. Next you will be asked to provide three words that describe your story or how you could see your audience feeling after your presentation. You will also be asked to provide a short video clip discussing your presentation along with an introduction at the start of the video as well as a written description. Once completed you will be able to finalize your submission by clicking “Save and Finalize” at the end of the form.



Word 2 *

Word count: 0 / 1

Word 3 *

Word count: 0 / 1

Video Submission *

Please provide a very short video clip of you telling us about your presentation idea in three sentences or fewer in the space below. You can record yourself on any device (smartphone, iPad, computer, etc.) and then upload it to any video sharing software (YouTube, etc.) and provide the link to that video below. If you have questions about this or would like to send it in some other format, please email me, Emilia Ayon, at ayon@nais.org. Please introduce yourself at the start of the video.

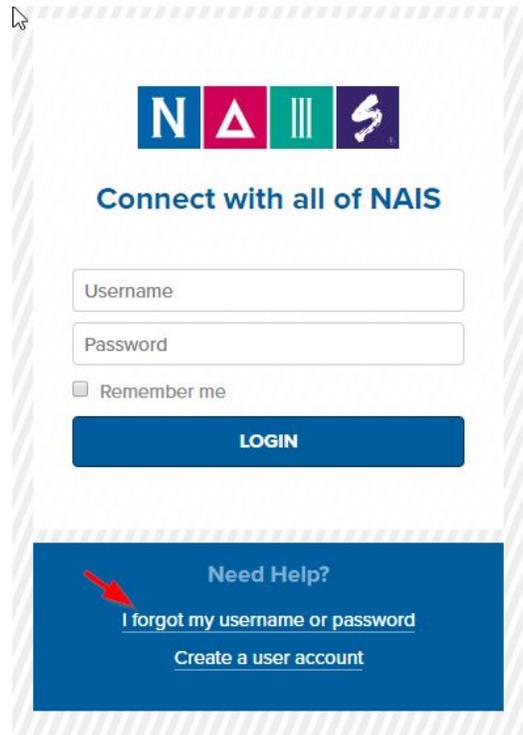
Description *

Word count: 0 / 300

B I U S Size ▾      

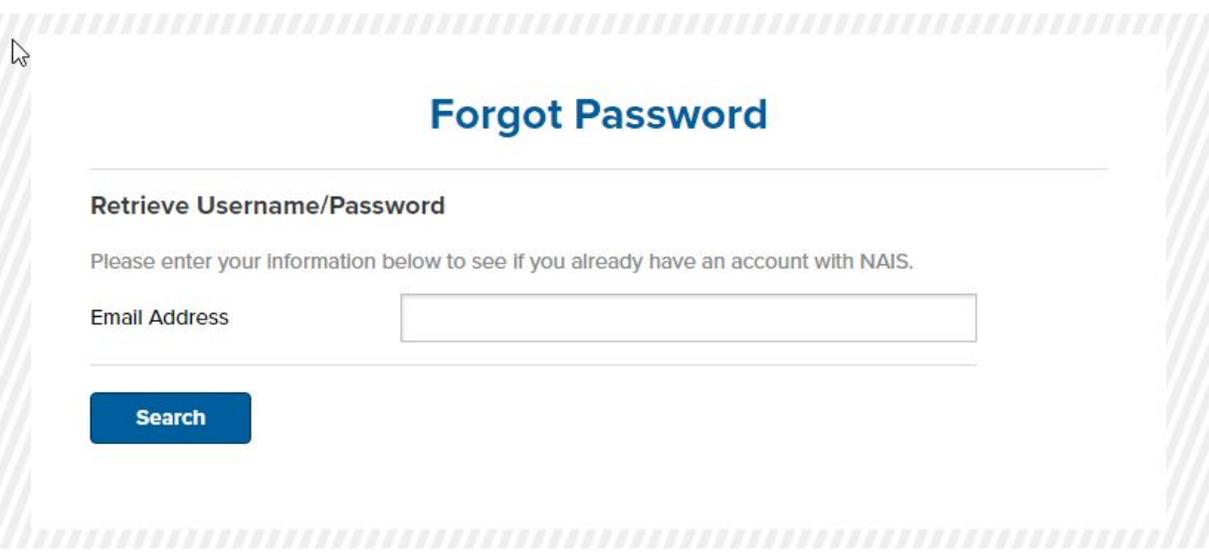
Lost Password: How To Recover Password

1. If you have forgotten your password you are able to retrieve it by clicking “Login” and will be taken to the NAIS login screen which will provide you with the relevant links to retrieve your information.



The image shows a screenshot of the NAIS login interface. At the top, there is a logo consisting of four colored squares: a blue square with a white 'N', a red square with a white triangle, a green square with three white vertical bars, and a purple square with a white lightning bolt. Below the logo is the text "Connect with all of NAIS". There are two input fields: "Username" and "Password". Below these fields is a checkbox labeled "Remember me". A blue button labeled "LOGIN" is positioned below the checkbox. At the bottom of the login area, there is a blue box containing the text "Need Help?" followed by two links: "I forgot my username or password" (with a red arrow pointing to it) and "Create a user account".

2. You will be taken to the “Forgot Password” screen where you can enter your email address and retrieve your relevant information.



The image shows a screenshot of the "Forgot Password" screen. The title "Forgot Password" is centered at the top in a large blue font. Below the title is a horizontal line. Underneath the line is the text "Retrieve Username/Password". Below this text is a paragraph: "Please enter your information below to see if you already have an account with NAIS." There is an input field labeled "Email Address". Below the input field is a blue button labeled "Search".

How To Create An Account

1. If you do not have an account you will be able to create one by clicking “Create one here” in the left hand login box.

Welcome and Mission | Help | Back to PoCC Conference We

Login to submit or manage your proposal(s)

Login

Don't have an NAIS Account?
[Create one here.](#)

You do not need to be an NAIS member to submit a proposal.

2017 NAIS F

*"Voices for Ec
Generation: Le*

Welcome to the abstract s
(PoCC). PoCC is the flagsl

2. You will be taken to a search page that will allow you to review if your email has an account already and if you do not you will be able to provide relevant information to create your account.

Already have an account?

Search for an existing account

Please enter your information below to see if you already have an account with NAIS.

Email Address

Search

Create User Account

There are no user accounts that match the email address you provided. If you made a mistake, [search again](#). Otherwise proceed.

Please enter your contact information below.

First name	<input type="text"/>
Last name	<input type="text"/>
Email address	<input type="text" value="email@email.com"/>
Organization name	<input type="text" value="Start typing an organization name"/>
Job Title	<input type="text"/>
Username	<input type="text"/>
Password (case sensitive)	<input type="password"/>
Re-enter password	<input type="password"/>
Country	<input type="text" value=""/>
Address line 1	<input type="text"/>
Address line 2	<input type="text"/>
City	<input type="text"/>
State or province	<input type="text"/>
Postal code	<input type="text"/>
Phone Number	<input type="text"/> <input type="text" value="Ext."/>

Create