



WAVES Workshop Proposal Application

SCO Presenters Name's & Title's				
SCO's School/Facility				
Intended Audience (Check all that apply)	<input type="checkbox"/> IHL	<input type="checkbox"/> NCD	<input type="checkbox"/> IHL w/ NCD	<input type="checkbox"/> Vocational Flight
	<input type="checkbox"/> IHL w/ Flight	<input type="checkbox"/> OJT	<input type="checkbox"/> Apprenticeship	<input type="checkbox"/> Other _____
Audience Description (New, seasoned, etc.)				
Proposed Workshop Topic				
Workshop Format	<input type="checkbox"/> Presentation	<input type="checkbox"/> Panel	<input type="checkbox"/> Demonstration	<input type="checkbox"/> Other _____
Workshop Goals or Intended Outcomes				
Proposed Workshop Outline/Agenda (Clear description of what will be covered)				
AV Support Requirements				
Other Support Requirements				
Point of Contact Email				
Point of Contact Phone				
<ul style="list-style-type: none"> Attach additional sheets as required to provide an overview of the workshop proposal. Email completed proposal to WAVES 1st Vice President, Jason Garcia, at jgarcia8@nu.edu. 				

WAVES Annual Conference: Call for Workshop Presentation Proposals

The WAVES Executive Board invites proposals for innovative and diverse workshop presentations for the WAVES Annual Conference. Presentations should help educate administrators who serve the needs and interests of veterans and their family members in higher education institutions or agencies across the nation.

Workshop Session Format: 60-minute sessions

1. **Presentation:** Traditional conference presentation by one or multiple person(s). Presentation should provide an in-depth examination of the topic(s) of interest. Proposal must include a full description of what will be presented, intended audience, and expected outcomes for the session. Each presentation should allow at least 10 minute or more for Q&A or discussion time.
2. **Panel:** Panels should consist of 3-5 members. Each member should have a few minutes to make an introductory presentation which will be followed by interactive discussion with the audience. Panel proposals should include the topics each panelist plans on addressing, intended audience, and expected outcomes for the session. Panel sessions should focus on lessons learned, challenges and issues encountered and how issues were addressed and not a 'show and tell' of a university or program.
3. **Demonstration:** A workshop session designed to provide opportunity for informal discussions, brainstorming, how-to or interactive hands-on experience. Presenter(s) must provide topics for discussion, goals of the session and forms of interaction with the audience in the proposal.

Submission Information/Deadline

Please complete the attached Proposal Form and email it to WAVES 1st VP, Jason Garcia, jgarcia8@nu.edu.

When completing your proposal, ensure that enough details are clearly given so that the WAVES board may be able to access the following information:

- Name and title of all presenters AND each presenter's institution or agency name
- Title of workshop session
- Format of workshop session
- Goals or intended outcomes
- Clear description of what will be covered
- Intended audience (IE: 2-Year, 4-Year, Private, Public, New, Seasoned, Other, All)
- Needs of presenters
- Proposal Contact and Contact Information for each presenter

Review Criteria

The WAVES board encourages proposals which address some or all of the following qualities:

- **Original:** the proposal explores a new idea, project, or issue; discusses new research; or presents new ways of considering existing information.
- **Engaging:** session will stimulate and provoke discussion and engage the audience.
- **Significant:** the proposal raises and discusses issues important to improving the effectiveness and/or sustainability of veteran education efforts. Contents can be broadly disseminated and understood.
- **Quality:** claims are supported by sufficient data; delivers best practices.
- **Clear:** the intended outcomes of the session are easily understood.
- **Relevant:** the proposal addresses items relevant to the education of those who serve veterans and their family members.

Professionalism

All presenters will be required to conduct themselves with integrity and professionalism.

Disclaimer

Since this is a training conference, most workshop sessions will be taught by VA representatives or National agencies. There is a very limited amount of these proposed session slots available; however, the WAVES board invites your innovative proposal. Thank you!