

2024 TxNCLCA Presentation Proposal

Concurrent Session: run for 60 minutes, including Q&A.

Proposals Due: November 22, 2023 Acceptance Notification: No later than December 22, 2023

1. **Lead Presenter** (Last name, First name)*
2. **Job Title (Lead Presenter)***
3. **Email Address (Lead Presenter)***
4. **Phone Number (that you can be reached at DURING the conference)***
5. **Co-Presenter(s)**
6. **Additional Presenter(s)**
7. **Office/ Department***
8. **Name of Institution***
9. **Institution Type:** (Select all that apply)*
 - a. **2 Year Public**
 - b. **4 Year Public**
 - c. **2 Year Private**
 - d. **4 Year Private**
 - e. **Graduate Program**
10. **Are any of the Presenters Graduate Students** (do not count full-time employees taking graduate courses)*
11. **Topic area** (Select one)*
 - a. **Learning Center Administration**
 - b. **Evaluation/Assessment/Research**
 - c. **Student Success/Retention**
 - d. **Staff Training/Development**
12. **Title:*** (Limited to 75 characters)
13. **Summary:*** In 100 words or less, describe the material you will cover in your presentation.
14. **Audience Take-aways:*** In 100 words or less, describe what your audience will take-away from your session.
15. **Method of Presentation:*** In 100 words or less, describe how you will present your material to your audience (examples include using video, group discussions, activities, etc. to help us with assigning rooms.)
16. **Additional Comments:** (Use this space to provide any additional information TxNCLCA may need to know to select or support your presentation.)