



Culture Diversity Inclusion

WARUCC 2019

Call for Proposals

Deadline to submit: February 15, 2019

June 17 to 20, 2019
The DoubleTree by Hilton & Conference
Centre Regina
Regina, Saskatchewan

WARUCC's Biennial Conference and BGM

CULTURE, DIVERSITY, INCLUSION

The Western Association of the Registrar's of the Universities and Colleges in Canada (WARUCC) biennial conference and general meeting will be held in Regina, Saskatchewan from June 17, 2019 to June 20, 2019. We are inviting individuals to share ideas, practices, and solutions that are contributing to our professions. Incorporating the conference theme is not mandatory but would definitely add value. Suggested topics include:

- Diversity and inclusion initiatives
- Cultural competency
- Leadership
- Career planning
- Professional and staff development
- The changing skillset of our profession
- Student success
- Supporting technology
- Process improvement
- Change management
- Organizational culture
- Indigenization and internationalization
- Regulatory issues: accountability, record retention, disclosure, compliance, protection of privacy, etc.
- Policy/regulation development
- Ethical practice
- Strategic Enrolment Management
- Operational planning
- Initiatives that highlight cross-institutional and/or cross-jurisdictional collaboration

Please read through the Call for Proposals guide thoroughly before developing and submitting your session proposal.

GUIDELINES

Proposals accepted for WARUCC 2019 will be presented as a concurrent session. Each concurrent session will be one (1) hour in length, with an additional 15 minutes for Q&A.

PROPOSAL GUIDELINES

- Sessions can be individually presented or presented jointly with others.
- Vendors are welcome to submit a proposal individually or jointly provided the appropriate sponsor package has been purchased.
- Various delivery and presentation models are encouraged within the time and facilities provided.
- Presenters' names, titles, and organizations will be used to promote the session.
- Presenters' certify that all co-presenters' have reviewed the proposal and agree to participate if accepted.
- Please write your abstract in the present tense.
- Be sure to save a copy of your proposal.
- Accepted proposals will be posted on the WARUCC 2019 conference website and published in the conference program.

AUDIO-VISUAL

- Each session room will come equipped with Wi-Fi, LCD projector and screen.
- Presenters must provide their own laptop. (If using a Mac laptop, please be sure to bring the necessary cables to connect to the projector)
- Presenters are responsible for bringing session materials and the electronic copy of their presentation to their session.
- On-site printing is to be done at the venue's business centre.

PROPOSAL PREPARATION

Successful proposals are those that capture the essence of your initiative, research or seminal ideas in very few words while succinctly explaining how you plan to engage session participants in exploring core concepts and new information. WARUCC 2019's Program Committee will accept proposals that achieve balance across the Conference program on a range of topics and perspectives that represent the depth and breadth of our organization's membership, emerging issues, regional and national interests, and institutional demographics. Proposals that capture the essence of the conference theme will be given preference.

Tips that can aid in developing a successful proposal:

- Plan ahead. Take advantage of the call period to develop your ideas and engage with co-presenters.
- Write your program proposal in advance and copy it to the online submission form. This will allow you to work through the details of your proposal and make edits before submitting.
- Engaging your audience is one of the most critical aspects of a successful presentation; be sure to include specific strategies for building interactivity during your session.
- As you think about the best format to propose, remember that all sessions should be designed for both attendees and presenters to learn from interactive exchange.
- It is important to clearly articulate intended takeaways - the specific knowledge to be acquired as a result of attending your session.

Ask yourself a few basic questions:

- What are the major topics, themes, and focus of the Conference?
- Who might attend your session?
- Which format might best serve to highlight key themes, engage participants, and convey meaningful new information?
- What are the core outcomes that you are hoping to achieve? Do you want to gain new insights from participants that will inform further development of an idea or new approach? Do you want to share lessons learned and key learning with attendees? Are you grappling with a new concept or idea that you would like to share with others?
- Does your session address and/or contribute to the theme?

Brainstorm with potential co-presenters or colleagues:

- Determine the three to five key messages that you want participants to learn and comprehend.
- Identify creative strategies for accomplishing the communication of these key messages.
- Think about how you might effectively involve participants in your session.

Ask an experienced colleague for feedback on your initial idea and draft.

PROPOSAL REVIEW AND ACCEPTANCE

After the deadline February 15, 2019 WARUCC 2019's Program Committee, will review and score the proposals based on pre-determined criteria. Proposals that best meet the criteria, and contribute to a balanced and comprehensive conference program, will be selected.

Final decisions regarding acceptance of proposals and presentation format will be made by March 15, 2019.

- Proposal submitters may be contacted to refine their proposals.
- WARUCC reserves the right to combine themed presentations in a group session when appropriate and will advise session organizers in advance.
- Session titles and descriptions may be edited by WARUCC.
- All communications will be sent to the session organizer who will be responsible to communicate the information to their fellow presenters.
- Submitters will be notified of proposal selection by March 15, 2019.
- If your proposal is accepted, the information you have provided during the online submission process will be used to populate the program. Please ensure your submission is free of errors.
- Should your proposal be accepted and you agree to participate in WARUCC's Biennial Conference.
- You are confirming that each of your session's presenters commits to delivering the presentation in person and is responsible for their own travel and accommodation costs.
- You are agreeing to have your session scheduled during any of the planned concurrent session time slots.
- You acknowledge that all presenters will register prior to the early-bird registration deadline of May 15, 2019
- You acknowledge that all presenters must pay the applicable conference registration fee.

ONLINE SUBMISSION SITE

All proposals must be submitted electronically by completing the online submission form at the following URL.

https://uregina.eu.qualtrics.com/jfe/form/SV_cGSrTnSZs2mm27b

*****submissions sent via email will not be accepted*****

See Table 1 on the next page for required information for submission.

Ensure that your proposal is fully prepared before copying it to the online submission site. You may save your submission and return to make edits. Clicking the submit button will finish and lock your submission.

You will only be able to edit your proposal up until the submission deadline of February 19. Keep a copy of your proposal (as it was submitted).
Deadline for proposal submissions is February 15, 2019 11:59 p.m. PST.

For questions about proposal submissions, please contact: conference@warucc.ca

Important Dates

Online submission opens	December 3
Deadline for online submission	February 15 at 11:59 pm PST
Notification of acceptance or rejection	March 15
Deadline for speaker registration	May 15

Required information for proposal submission

Title of Session (up to 100 characters, including spaces)
Short description for program (up to 500 characters, including spaces)
Full description (up to 2,000 characters include methodology, outline, and expected outcomes)
<p>Presenter and co-presenter information (Biography information is made available only in presenter profiles in the conference program)</p> <ul style="list-style-type: none"> • Salutation (Mr., Mrs., Miss, Ms., Dr.) • First Name • Last Name • Job Title • Organization • City • Telephone number • Email • Biography (up to 500 characters, including spaces)
<p>Special Requests. All presentation rooms will be equipped with wifi, LCD projector, and screen. Presenters must supply their own laptop computer. Please use this space to alert us of any additional requirements you might have (flip charts, mic, speakers, etc.).etc.).</p>

Proposal Selection Criteria

Our Program Committee will assess all submissions based on the following	Points
Alignment with conference theme and/or membership profession.	20
Quality of the Topic: <i>Is the topic of importance, relevance, value, and/or interest to the target audience for the conference?</i>	20
Proposed Topic Coverage: <i>Does the proposal cover the topic adequately?</i>	20
Presenter Knowledge: <i>Do the presenters appear to have sufficient knowledge, expertise, and authority to address this topic?</i>	20
Presentation style: <i>Have the presenters outlined a presentation that is interactive and engages the target audience?</i>	20

Contact Information

conference@warucc.ca