



**MIDWEST ACE 2010 CONFERENCE**  
*The Land of 10,000 Possibilities*  
**Minneapolis, Minnesota**  
**AUGUST 1-3, 2010**

***The land of possibilities is knocking on your door, will you answer?***

**The 2010 Annual Conference is an excellent opportunity to share your expertise, programs, and ideas with your colleagues. Don't let this opportunity pass you by; submit your program proposal today!**

**Benefits of Presenting**

Presenting at the annual conference provides the presenter and the attendees many benefits including:

For the presenter:

- Opportunity to share your ideas, research and/or best practices with your peers
- Develop presentation and speaking skills in a welcoming environment; practice makes perfect!
- Meet new people who share similar interests
- Market yourself as knowledgeable and an expert in your field – personal branding
- Last but not least, you will receive a SPEAKER ribbon to wear on your name tag during the conference!!

For the attendee:

- Learn new skills and/or practices from other colleagues who have been there
- Meet new people who share similar interests
- Develop new tools and tips you can implement in your department
- Opportunity for Q/A with presenter and continued networking even after the conference!



### **Presentation Themes/Topics for Consideration –**

Please note the ideas below are provided to get you thinking. The list is not inclusive and we encourage you to think out of the box...remember we will be in the land of 10,000 (or more) possibilities!

#### *Employer Themes/Topics:*

Sessions are 60 minutes in length (45 minute presentation and 15 minutes for Q/A).

- Model internship and cooperative education programs
- Diversity/Inclusion in recruiting, the workplace and career services
- Benchmarking session or Panel session
- Training new recruitment personnel or campus advocates
- Returning to campus after being absent or rescinding offers

#### *College Themes/Topics:*

Sessions are 60 minutes in length (45 minute presentation and 15 minutes for Q/A).

- Best practices in Coaching Job Seekers
- Managing your career services staff – best practices
- Programs for Non-Traditional Students/Alumni
- Best practices for working with small to medium sized employers
- Working with job seekers at a distance

#### *Blended Themes/Topics (College and Employer):*

Sessions are 60 minutes in length (45 minute presentation and 15 minutes for Q/A).

- Workplace Skills – communication styles, facilitating workshops, advising strategies
- Green careers/sustainability
- Job market and industry trends
- Recruiting at different types of campuses
- Best practices for working with Career Centers and/or Faculty
- Effective use of technology
- Internships for traditional as well as working/non-traditional students

#### *Skill Building Themes/Topics:*

Sessions are 30 minutes in length and will help participants to develop skills in a focused area

- Technology: How to use Twitter or develop a profile
- How to be a better speaker
- How to be a more effective coach

#### *Hot Topics/Networking:*

Sessions are 60 minutes in length (volunteer to facilitate a discussion or activity)

- Current employer or college issues
- Speed Networking

#### *Other Themes/Topics:*

Sessions are 60 minutes in length (45 minute presentation and 15 minutes for Q/A).

- Your idea here!



## **Presentation Submission Information**

**Consider your audience.** The attendees of the Midwest ACE Conference include career services and recruiting professionals from many types of offices at colleges/universities and employers. While attendees experience level will range from entry level to 20+ years of experience, the majority of members are new to these fields (1-5 years experience).

**Be clear and concise.** All submissions are to be made by email. All correspondence regarding program proposal receipt, acceptance and confirmation will be made via email. Be sure to include your email address in the contact information of the proposal.

## **Program Selection Process**

The Program Committee will review all proposals. Final decisions will be based on quality, intended audience and originality of ideas.

**Scheduling:** You must be available to present at any of the concurrent sessions on Monday, August 2 or Tuesday, August 3, 2010. Requests for specific days and times cannot be guaranteed, but will be considered.

Employer/College/Blended/Other Themes/Topic Sessions – example theme/topic ideas are provided above.

- Sessions are 60 minutes in length (45 minute presentation and 15 minutes for Q/A).

Skill Building Themes/Topics

- Sessions are 30 minutes in length

Hot Topics/Networking

- Sessions are 60 minutes in length (facilitate a discussion or activity)

**AV Equipment/Internet Connection:** If you wish to use technology you will be responsible for furnishing your own LCD projector and laptop, however, if assistance is needed we may be able to accommodate you. We discourage use of the Internet during presentations. We also encourage you to present your topic without the use of a PowerPoint presentation if possible. PowerPoint can provide structure to a talk, but sometimes at the expense of a connection with the audience and the flexibility to adapt your discussion to the situation.

As the conference draws closer, we will work with presenters on their individual needs. Please indicate whether you will need assistance with technology equipment in the proposal form below.

**Handouts:** In an effort to make this a “Go Green” conference experience presenters will not need to provide full presentation handouts. *We are asking that you bring a one-page outline of your program and resources for attendees.* Full presentations will be posted on the Midwest ACE website where conference attendees can download presentation materials ahead of time for the sessions they wish to attend.

## **Additional Information:**

- The top five sessions as selected by conference participants may be asked to deliver their content as a webinar following the conference – tentatively November 2010.
- If you are using a PowerPoint presentation it must be submitted by July 1, 2010 in order to be loaded on the Midwest ACE website.

**NOTE:** The attached Presentation Proposal Form is due by March 1, 2010. Please submit to Jill Wesley at [jill.wesley@harrison.edu](mailto:jill.wesley@harrison.edu).

