



# CALL FOR SESSION PROPOSALS

Deadline: Monday, December 5, 2016

The Potomac and Chesapeake Association for College Admission Counseling (PCACAC) invites you to **SUBMIT A SESSION PROPOSAL** for our [52nd Conference](#), to be held at the Kingsmill Resort in Williamsburg, VA from April 23-25, 2017. Whether you've been in the profession for two years, twenty years, or more, **WE NEED YOU** to share your expertise!

## SESSIONS

Conference sessions are 60 minutes and will be held on Monday, April 24 or Tuesday, April 25, 2017. PCACAC cannot guarantee the specific date or time of any session presentation, but let us know what dates work best for you when completing the *Session Proposal Form*.

## INCENTIVE

Public high school counselors that are first time presenters could be eligible to have their hotel lodging paid for by PCACAC. The earlier the submission, the better chance of staying for free for up to two nights at our annual conference at Kingsmill Resort. [Click here for important details on eligibility for this incentive.](#)

## SELECTING A TOPIC

Proposals can be on **any topic of interest** to counselors and admission professionals, including topics related to those on our list of [Suggested Session Topics that can be found by clicking here.](#)

## SUBMITTING YOUR PROPOSAL

Completing the online [Session Proposal Form](#) is easy! Please have the following information ready before you submit:

- current contact information for submitter and each presenter/panelist
- session title
- session description (75 words or less)
- current PCACAC membership status for all presenters/panelists
- a brief biographical sketch of each presenter/panelist (50 words or less), to include educational background (needed to determine eligibility of CEU credits through NACAC).

Organizations wishing to present a conference session must have at least one **PCACAC member from a secondary school or college** as a co-presenter.

## IF SELECTED

The Sessions Committee will balance program sessions based on the needs of attendees. If selected, presenters/panelists are expected to:

- register for the Conference by the registration deadline.
- submit session presentations in PowerPoint or PDF format to the Conference Planning Committee Chair no later than April 1, 2017 (send to: [info@pcacac.org](mailto:info@pcacac.org)).

**Notification of Proposal Status:** o/a January 15, 2017

## QUESTIONS? WE'RE HAPPY TO HELP!

**Conference Page:** [www.pcacac.org/conferences](http://www.pcacac.org/conferences)

**Conference Sessions:** Robyn Lady, Conference Sessions Chair, [ralady@fcps.edu](mailto:ralady@fcps.edu)

**General Conference:** Rosemary Martin, Conference Chair, [rmarti2@umd.edu](mailto:rmarti2@umd.edu)

**Conference Registration and Other:** Annie Hilten, PCACAC Executive Assistant, [info@pcacac.org](mailto:info@pcacac.org), 434-989-7557