[EXTERNAL] Fwd: ACPA20 Proposal Acceptance Notification

Eric Hall <ericjhall5@gmail.com>
Wed 10/23/2019 3:24 PM

To: Nekita Tingle <ndt0004@auburn.edu>; Dawn Morgan <dawn.morgan@auburn.edu>

NOTICE: This email originated from Gmail. Please report any phishing activity to phishing@auburn.edu.

Cordially,

Eric J. Hall

"Change is inevitable. Growth is optional." -John C. Maxwell

Begin forwarded message:

From: conventionprograms@acpa.nche.edu
Date: October 23, 2019 at 2:27:06 PM CDT
To: ericjhall5@gmail.com
Subject: ACPA20 Proposal Acceptance Notification

Dear Eric,

Congratulations! On behalf of the ACPA20 Convention Program Team, we are pleased to inform you that your proposal, **Incorporating social justice through teaching, mentoring, and leadership programs**, has been accepted as a(n) **Convention Program**. Proposals selected for the Annual Convention will provide a dynamic professional experience for those attending Convention. We need you to complete the following 4 tasks by **Friday, 8 November 2019**:

1. **Confirm Your Willingness to Present:** CLICK HERE to notify us of your intention to present by **Friday, 8 November 2019**. You will enter your email and password (below).

   - **Login Email:** ericjhall5@gmail.com

   - **Password:** YXHD5107

2. **Inform Your Co-Presenters:** As the coordinating presenter, it is your responsibility to inform co-presenters of this notification and any subsequent communication regarding your proposal.

3. **Register for Convention:** All presenters (coordinating presenters, co-presenters, and panelists) **MUST** be registered for the ACPA20 Convention by **6 December 2019**. If you (or your co-presenters/panelists) have not registered by 6 December, your educational session may be canceled. If this is an issue, contact ACPA immediately at conventionprograms@acpa.nche.edu. We must adhere to this policy to be fair to all presenters, to have ample time to notify waitlisted presenters of their opportunity to present, and to update the ACPA20 Program Book and ACPA App. Visit the ACPA20 website to register for Convention. Payment plan options are available.

4. Review and Revise Program Content: You have the opportunity to review your program information. Log into the Speaker Service Center to edit the session content

and presenter information. Pleae review the session title, abstract, and all presenters' names and institutions as this is what will be listed in the ACPA20 Program Book and in the ACPA20 Convention App. Should you need support in making updates to this information please contact us at conventionprogams@acpa.nche.edu.

Presenter Resources:
In order to provide convention participants with a quality, in-depth convention experience, presenters must work in an intentional manner to uphold ACPA's core values when facilitating their programs. The Program Team will send you a summary of reviewers' feedback within the next week. Please review this information, as it may be useful for you as you plan your session.

The Presenter Resources website has expectations and resources for presentations. Additional resources will be posted to this webpage over the next couple months, including information on inclusive language, acknowledging land and space, presentation templates, and information on universal design. Once available, this information will be posted on the ACPA20 website. You will also receive an email with additional details and the corresponding links.

Expectations of presenters include but are not limited to the following:

1. Review the ACPA Equity and Inclusion Statement and prepare and facilitate the session in a manner that aligns with the goals of equity and inclusion.

2. Open the session with the ACPA20 Land Acknowledgement, acknowledging the land and space being utilized for the Annual Convention, and why this acknowledgement is important.

3. Use inclusive language and consideration for an audience that represents a variety of demographics and identities.

4. Use the ACPA Guide for Inclusive Presentations and Meetings to support the design of materials, discussions, and educational activities that are accessible to all participants (e.g. using the provided microphone during the session, designing presentations with contrasting colors and sans serif fonts, and providing opportunities for participants to engage the session content in multiple ways).

5. Establish an agenda that incorporates diverse ways of knowing and activities for engaging participants.

6. Incorporate international approaches and/or perspectives in the delivery of presentations to be inclusive of all delegates who attend the Annual Convention.

7. Model and share techniques and best practices that emphasize the development of an inclusive campus community.

8. Acknowledge the limitations of the session and identify what the session will not address.

9. Provide practical and intentional application of session content that addresses the needs of the specific demographic(s) being discussed.

10. Upload presentation materials (handouts, PowerPoint slide decks, etc.) to the *Speaker Service Center* in advance of the Annual Convention so attendees can review the information. Presenters will be notified when they can begin uploading files; presenters are encouraged to submit the materials by **Friday, 21 February, 2020**.

Scheduling Information:

In December, you will receive final confirmation of the date, time, and location of your presentation. **Opening Session starts at 4:00 pm CDT on Monday, 2 March 2020 and Closing Session ends at 12:30 pm CDT on Thursday, 5 March 2020.** Please keep this in

mind as you make travel arrangements to Nashville, Tennessee, USA. Due to the complexity of scheduling a large convention, the Convention Planning Team is unable to accommodate requests to alter presentation times.

We appreciate your contribution to the professional development of our colleagues. If you have any questions, please do not hesitate to contact us at conventionprograms@acpa.nche.edu.

We are excited to connect with you at ACPA20!

David Greene (he/him/his)
ACPA20 Program Chair

Kelvin Rutledge (he/him/his)
ACPA20 Convention Chair