



2026 Proposal Submission Guidelines

Proposals should include the following information:

1. **Title of Presentation:** Maximum of 10 words.
2. **Abstract:** 25-50 words. If selected, the abstract you submit will become the basis for the session description in the conference program and app. Please use a direct and active writing style that explains clearly what participants will learn during your session.
3. **Author Information:** Enter all Author/Presenter contact information. Primary author/presenter curriculum vitae/resume or biographical sketch is also required. The primary author is the designated point of contact and will receive all correspondence about the conference. This person is responsible for communicating with the conference coordinators and co-presenters.
4. **Additional Author information (if applicable)**
5. **Session Categories:** Choose a Session Category listed below.
6. **Session Topic:** Please specify the core topic(s) of your session.
7. **Presentation Type:** Choose your preferred Presentation Type from those listed below.
8. **Audience:** Indicate the best audience for your presentation: New Chairs, Experienced Chairs or Both.
9. **Supporting Document:**
 - Combine multiple files, if applicable, and attach as one PDF document.
 - Must include a detailed description of the session (300-500 words).
 - Include the relevance of the session to chairpersons, presentation focus, recommendations that will be made for chairpersons, anticipated outcomes, how the audience will be involved, and examples of interactive activities (if proposing a workshop).
 - Include the primary author/presenter curriculum vitae/resume or biographical sketch if not linked within Author Information.
 - In addition to the detailed description, consider uploading a proceedings paper, a PowerPoint presentation, and/or workshop handouts if you have them.

Keep in mind that your proposal may be edited until approximately 2 months prior to the conference. You may choose to refine and expand on your proposal after you submit and are accepted to present. Be sure your proposal is compelling and includes adequate information to be selected, but it is not required to be a finished product at this point. Proposals submitted without concise supporting documents are less likely to be selected.

Deadlines

Early Submission Review

Due Date: Friday, July 25, 2025

Early Notification by: August 22, 2025

Regular Submission Review

Due Date: Friday, September 26, 2025

Notification by: October 24, 2025

Session Topics

The ACC Advisory Board requests proposals for topics within the following categories:

- **Department Leadership**
- **Culture, Climate and Conflict**
- **Professional Development**
- **Emerging Trends in Higher Education**

To maintain a wide variety of presentations, we have intentionally chosen not to specify topic areas within each of the categories. Please choose a topic you feel would be especially useful to ACC attendees. We have included links to [Example Topics](#), as well as the [2025 ACC Program](#), if desired for reference.

Presentation Types

The Academic Chairpersons Conference is comprised primarily of concurrent sessions, presentations given by those with experience and best practices to offer their peers and fellow academic leaders. Three presentation types are given. These allow presenters to operate in the environment that best fits their style and substance, and attendees the opportunity to get the most out of the conference.

- **Interactive Workshop** (90 minutes) - A single or group presentation that is interactive and focuses on a solution-based approach. Participants may be involved in a variety of ways such as taking part in small-group activities, role-playing, case studies, simulations, problem solving or other hands-on instructional activities.
- **Best Practice Presentation** (60 minutes) - Typically an individual presentation. The presenter gives a 40-45 minute talk on a specific best practice or approach to a leadership issue. The talk should include a description of the problem, how the presenter approached it, and the results achieved. Then the audience is provided with 15-20 minutes of Q&A.
- **Roundtables Discussions** (30-40 minutes) - A presenter facilitates a discussion centered on a key topic. This is a great opportunity for chairs who would like to have a conversation about a specific topic, share ideas, and explore solutions without a structured, full presentation.

Proposal Selection Criteria

Attendees at the Academic Chairpersons Conference want to be engaged and involved in the sessions they attend. They value discussion and the opportunity to exchange new ideas with other chairs. Impactful presentations have been made by both new and experienced chairs.

A limited number of proposals will be selected for presentation. A review committee, comprised of members of the ACC Advisory Board, selects proposals based on the following criteria:

- Clear and concise description of the presentation and the points that will be made to chairpersons.
- Applicability to a broad audience, e.g., multiple disciplines, different institutional and department sizes.

- Evidence that the presentation will be of value to the audience, e.g., personal experience, research, knowledge of the literature.
- Practical recommendations that will be made to chairpersons.
- Appropriate scope and focus for session type selected and time allotted.
- Description of interactive activities that will be incorporated into the session and used to engage the audience.

The selection committee reserves the right to edit abstracts and titles for the conference materials and may request a change in presentation type to fit program needs.

Notification

Authors will be notified by the indicated date whether their proposal has been approved, denied, or if the committee has requested changes. If approved, authors will be asked to accept or deny the offer to present. Each presenter must register for the Academic Chairpersons Conference. Presenters receive a reduced rate for conference registration.