Call for Proposals

The Utah College Learning Center Association's 2025 Regional Conference will be hosted on Friday, May 30, 2025 from 9:00 am to 4:00 pm. We invite you to engage in conversation with attendees by presenting at the UCLCA Regional Conference.

Session Types

All sessions will be planned for 50 minutes. Presenters can choose how they would like to conduct their session. It is preferable for the presentation to be at least 25 minutes in length with the Q&A portion being no more than 25 minutes so attendees can get the most out of the presentation. It is also preferable that the presentations include some element of participation to actively engage the attendees. Please indicate your intentions in the proposal submission form.

Important Reminder

- Proposals must be submitted for review through the proposal submission form. Any issues with the form should be directed towards Casey.Hoekstra@utah.edu or 801-581-5153.
- Proposals can be submitted no later than 11:59 pm (MST) on April 15, 2025.
- Incomplete proposals will not be reviewed.
- Presenters must register for the conference. If presenters have not registered by the end of the registration period, their name(s) will be removed from the program. If the individual is the sole presenter, the entire session will be removed from the program.
- No individual can appear in the program more than two times as a presenter. We want to ensure everyone has an opportunity to present at the one-day conference.
- **Presenters need to provide their own laptop and anything else they would like to use to present.** We will provide as many HDMI cords and adaptors as we are able to, but we cannot guarantee one for you.
- If your proposal is accepted, please remain true to the original proposal's intent and content. Your abstract will be published in the program as a way to market your session. Any changes to the abstract must be sent to Casey.Hoekstra@utah.edu as soon as possible. Changes sent after the print date will not be made.

Important Dates
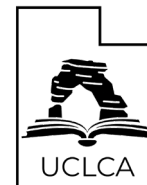
March 1: Registration Opens
March 1: Call for Proposals Open
April 15: Call for Proposals Closes
April 17: Notification of Proposal Review Decision
May 23: Registration Closes
May 30: Conference

Review Process

Proposals undergo masked review by volunteers who score the proposal based on how closely it meets the criteria laid out in the scoring rubric below. Each volunteer will make a recommendation regarding rejecting or accepting the proposal. Based on the overall quality of the proposal, the conference chair will then make the final determination for each proposal.

Scoring Rubric

Presentation Title:

Session Type:

Criteria and Possible Points (50 points)	Meets Criteria	Does Not Meet Criteria	Points
Relevance (10 points)	Relevance of title, description, and overall concept to the current state of academic support in higher education is clear and explicit (5-10 points).	Relevance of title, description and overall concept is not clear (0-4 points).	
Purpose of Presentation (10 points)	Purpose of presentation is appropriate and reasonable (5-10 points).	Purpose of presentation is inappropriate or unreasonable (0-4 points)	
Learning Objectives for Participants (10 points)	Learning objectives for the presentation are clear and reasonable (5-10 points).	Learning objectives for the presentation are unclear or unreasonable (0-4 points).	
Delivery Method including Audience Engagement (10 points)	Delivery method for the presentation is appropriate and effective (5-10 points).	Delivery method for the presentation is inappropriate or ineffective (0-4 points).	
Proposal Clarity and Coherence (10 points)	The proposal overall is clearly and coherently written (5-10 points).	The proposal overall is not clearly or coherently written (0-4 points).	
		Total (50 points)	
		Reviewers Recommendation:	**Accept**
			Reject