



THE NATIONAL
HEP CAMP
ASSOCIATION

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2023 National HEP CAMP Conference

Workshop Proposals Guidelines

PRE-CONFERENCE: OCTOBER 30

CONFERENCE: OCTOBER 31 - NOVEMBER 2

CONFERENCE OBJECTIVES

One of the most critical roles of the HEP CAMP Conference Planning Committee is to facilitate informative workshops with innovative content to provide attendees the opportunity to enhance their current knowledge, practices, and skills.

The conference planning committee's ultimate objective is to inspire conference attendees to facilitate a renewed commitment to providing educational opportunities to migrant students and their families. Therefore, the committee seeks interactive and engaging proposals for presentations, hands-on workshops, and technology demonstrations as well as limited lecture-based presentations.

WORKSHOP TRACKS

The HEP CAMP Conference Planning Committee has identified a series of tracks designed to promote interactive discussions for all attendees. All proposals will need to fall under one of the following tracks:

- Student Support & Services
- Program Management
- Recruitment/Outreach
- Curriculum/Instruction
- Technology/Learning Lab

SELECTION CRITERIA

Presentations should be consistent with the workshop tracks outlined and should exemplify best practices in any of the following topics:

Student Support	Program Management	Recruitment	Curriculum / Instruction	Technology / Learning Lab
Retention Advising Internships Scholarships Mentoring & Coaching Motivation & Engagement Post-HSE placement	Grant writing Logic Model Budget APR Reporting Program evaluation Administration Leadership Teambuilding OME	Eligibility & Guidance Recruitment Plan Outreach strategies & Collaborations	Distance Learning Case studies Testing challenges Subject-matter experts (SME) Instructional materials	Google Apps Learning Management System (s) Free tools

The HEP CAMP Conference Planning Committee will evaluate and approve proposals based on the following criteria:

- Relevance to workshop tracks and topics
- Relevance to target audience
- Expertise of presenters
- Expressed need and/or interest in particular topic(s)

SCHEDULE & DURATION

- All workshops will be 75 minutes in length unless special requests are made for presenting a series of workshops (i.e., part I and part II)
- Presenter must be willing to present at *any* time throughout the conference.
- Workshops will be scheduled Tuesday, Wednesday, & Thursday, October 31–November 2, 2023.



75 MINUTES



SCHEDULED: TUESDAY,
WEDNESDAY, THURSDAY

PRESENTERS AGREEMENT

If my workshop proposal is selected, as the lead presenter, I commit to the following:

- I will have a reliable internet connection.
- I understand that it is my responsibility to provide PDFs of any presentation materials that accurately reflect the substance and content of the presentation.
- I will troubleshoot my technology setup prior to presentation time.
- I will arrive prepared for my workshop at least 15-30 minutes before my scheduled presentation time.

WORKSHOP PROPOSAL TIMELINE & SUBMISSION LINKS



**FRIDAY,
SEPTEMBER 8, 2023**

- Workshop Proposals Due



**FRIDAY,
SEPTEMBER 22, 2023**

- Workshop Selection Committee will review all proposals and notify presenters



**FRIDAY,
OCTOBER 13, 2023**

- Submit Handouts.
- Presenters will be able to electronically submit a PDF file of workshop handout(s) to be posted on the National HEP/CAMP Association website so that the audience can access them during and after the session.

■ PROPOSALS CAN BE SUBMITTED [HERE](#)

■ ELECTRONIC HANDOUTS CAN BE SUBMITTED [HERE](#)