

NSPA 2018 REQUEST FOR PROPOSALS

GENERAL INFORMATION

The National Scholarship Providers Association (NSPA) is seeking relevant and engaging sessions for its 2018 Annual Conference, to be held October 3-5, 2018, in Albuquerque, New Mexico. The NSPA Conference offers high quality programs and provides the opportunity for scholarship professionals to come together to learn, network, and share their knowledge and experience. This year's conference theme is ***Together We Rise: Collaborative Connections for Scholarship Success***. For more information about the conference please visit our [conference website](#).

The NSPA invites you to submit proposals for Breakout Session and Workshop presentations, all of which are targeted to an audience diligently working to positively impact college success for all students through the power of scholarships. This is an excellent opportunity to share innovative ideas and practices!

Who are we looking for?

Conference presenters are typically one or more of the following:

- **Topic experts** - Conference presenters are experts in their fields and skilled at educating scholarship providers and/or institutions in areas as diverse as program and organizational management, professional development, technology, leadership, and marketing – or related topics of interest!
- **Experienced trainers** - Nearly 600 scholarship professionals attend the NSPA Conference each year. That's a lot of learning! Whether a session has 12 people or more than 100, conference presenters know how to build a well-paced, thought-provoking, and engaging learning experience.
- **Passionate about helping others** - Conference presenters love sharing their unique experience and expertise with their colleagues. They value collaboration and are committed to putting forth their very best to help participants learn and grow.
- **Collaborative leaders** - In keeping with this year's theme, we invite speakers to collaborate with others in the scholarship community to deliver sessions that offer various perspectives, examples of successful partnerships, and collaborative solutions. We welcome joint sessions from institutions and outside providers, community partnerships, and examples of how you work with others toward scholarship success. If you'd like to connect with potential co-presenters you can do so through this [Google Spreadsheet](#).

Submission Guidelines and Other Information

Please send proposals by 9 am on Monday, May 14, 2018, by filling out this [online form](#). Late proposals will not be accepted. The NSPA reserves the right to change session titles and/or make suggestions to session content in consultation with the presenter(s).

Please note that the NSPA receives many more session proposals than we can offer at our conference. Sessions will be selected based on the quality of the proposal, the relevance of the topic, and the number of open session spaces in the schedule.

The Luckyday Citizenship Program at The University of Southern Mississippi has generously provided funding for speakers who need financial assistance to help with the cost of registration. We will randomly select 20 scholarships for \$100 off Conference registration from the list of speakers who indicate a need on the RFP. The NSPA is not able to provide additional travel expense reimbursements, speaker honorariums, or conference registration fees for presenters accepted through this request for proposals.

Note to Affiliate Members and For-profit Companies

Affiliate members or companies that design and create software, offer scholarship management services, or offer any type of service or product for sale should consider purchasing an [Exhibitor Demo](#). Proposals for breakout sessions or workshops from these companies will not be accepted.

Questions?

Please contact Maggie Brubaker at mbrubaker@scholarshipproviders.org or 303-442-2524.

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SESSION AND AUDIENCE INFORMATION

Your proposal should fit into one of the following session types:

- **Breakout Sessions** - interactive presentations on a variety of issues and topics. Breakout Sessions are 75 minutes long and have an audience size of 20-125 participants.
- **Workshops** - in-depth and often applied sessions with a topic or issue expert. Workshops are 120 minutes long (including a ten-minute break) and have an audience size of 50-100 participants.
- **Ignite Presentation** - a fun, quick, and informative 7-minute presentation that shares a good practice, effective program model, or trick of the trade. Ignite Sessions are 75 minutes long and accommodate up to 8 presentations with time for questions at the end. Our format is loosely based on the [Ignite Model](#).

NSPA is seeking sessions that...

- ...Have a clear and well-defined topic. When writing your session title and description please ensure that they will be representative of what will be presented.
- ...Offer multiple perspectives, identify good practices, engage the audience, and provide solutions. If you're presenting a program model or other best practice, please be prepared to share implementation processes, lessons learned, impact of the program, and recommendations for scalability or adaptation. Leave attendees with solid, real-world information and learning outcomes that they can put to use.
- ...Support attendee learning through engaging discussion, group brainstorming, small group activities, or creating personalized plans for implementation, etc.

Tracks

We are looking for conference proposals that will fit into one of the following tracks:

- **Scholarship Program Basics** - This track is for scholarship professionals who are new to the field of scholarship program administration. Sessions in this track will focus on the basic components of a successful scholarship program.
- **Scholarship Program Enhancements and Advanced Topics** - This track is for scholarship professionals who would like to enhance their scholarship programs with additional services for students. It is also intended for experienced scholarship providers to explore new trends and policies and their effect on scholarship program administration.
- **Scholarship Programs at Colleges and Universities** - This track is for scholarship professionals who work in institutions and those who work in outside scholarship programs who want to learn more from their institutional colleagues. Sessions can be basic or advanced but geared specifically toward institutions.
- **Professional Development** - This track is for those interested in professional development. Sessions may not be in the field of scholarship administration but rather applicable across disciplines and transferable to other careers.

Audience

The NSPA Conference audience consists of nearly 600 scholarship professionals working in various roles at the following organizational types:

- **Colleges and Universities**
 - 2- and 4-Year
 - Scholarship, Financial Aid, and Development Departments
- **Private Foundations**
- **Public Charities**
 - Community Foundations
 - College Access and Degree-Attainment Focused
- **Associations**
- **Corporate Programs**
- **Government Programs**

NSPA Conference attendees represent organizations large to small and have a wide range of experiences. Attendees range from professionals who are just entering the scholarship sector to those who have spent decades helping students achieve their higher education goals. It's a collegial and collaborative group!

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SESSION IDEAS

Scholarship program basic topics such as:

- Effective Practices in Scholarship Program Administration (including community foundations, small providers, large providers, colleges & universities)
- Scholarship Program Lifecycle (including application process, review process, selection process, award process)
- Laws, Regulations, and Tax Basics (including tax laws and liabilities, IRS guidelines, Pension Protection Act compliance, Americans with Disabilities Act compliance, preparing for audits)
- Financial Aid and Student Loans (including FAFSA, FERPA, award packaging, timing)
- Mitigating Award Displacement
- Marketing, Communications, and Social Media (promoting your scholarship program, scholar recruitment, engagement of current scholars and alumni)
- Donor Relations and Stewardship
- Scholarship Program Management (including operations, data collection, models, privacy and security, records management, choosing the right software solution for your program)
- Working with Diverse Student populations (including nontraditional, international, Latino, undocumented, DACA, African American, transfer, first generation, LGBTQ, Native, at-risk, underrepresented, etc.)
- Data Sharing, Student Privacy, and Cybersecurity

Scholarship program advanced topics such as:

- **THEME RELATED SESSIONS:** Partnerships and Collaborations (between institutional programs & outside providers, among departments of the same institution or with financial aid offices, with government agencies, other providers, community organizations, between 2- and 4-Year Institutions in Support of Transfer Students)
- Student Support Services (including mentoring and counseling, wraparound programs, college and career readiness, helping students find scholarships)
- Innovative Scholarship Programs and Solutions
- Evaluation and Outcome Measurement
- Data Management and Reporting
- Research and Trends in Higher Education
- Alumni (program development, tracking, engagement)
- Effective Organizational Structure
- Emergency Funding and Microgrants
- Scholarships for Trade Schools
- Advocacy and Lobbying
- Non-Need-Based Scholarship Programs
- 529 Plans as Scholarship Accounts
- Non-academic Merit
- Badges/Alternative Credentials
- Scholar Selection Tools and Models

Professional development topics such as:

- Self-care
- Budgeting
- Effective Communication Skills
- Ethics
- Leadership
- Time/Project Management
- Facilitation
- Software Training
- Data Processing

PROPOSALS ON ANY RELEVANT TOPIC ARE WELCOME!