TACAC Conference Session Proposal Guidelines 2025

- Session topics should address issues related to college admission counseling including but not limited to: transfer students, international students, educational equity and access to higher education, best practices in the field, self-care, time management, technology in college admission counseling, standardized testing, financial aid and affordability, best practices in preparing applications, NCAA updates, recruitment and college counseling in uncertain campus climates, working with parents in the college process, campus visits, ethical and legal issues or anything that may be helpful for high school or college admissions personnel.

- Individual submissions are fine, but we strongly encourage partnering with peers at other institutions or organizations.

- Please limit session proposals to two (2) per person.

- In addition to the title, description, audience, and topics covered in your proposed session, we will need the following information for each presenter: degrees received, subject area, and name of degree-awarding institution as well as certifications/ professional affiliations and contact information. This information is required to obtain Continuing Education certificates for attendees through the Texas Education Agency. Please note that the biographical information for ALL presenters must be complete before a session is confirmed for conference.

- ***Please provide an email address that you check regularly. All correspondence for sessions will be sent to the email address provided by the lead presenter.***

- Presentations should be interactive when possible and allow for questions from the audience.

- **Presenters are required to register for the conference.** Presenters must be available to present either Sunday, March 30 or Monday, March 31, 2025. Presenters do not receive a discounted registration rate.

- Presenters must provide their own laptop and HDMI cord. Projectors are provided by TACAC. There is basic internet access available in meeting rooms.

- Presenters are responsible for providing their own handouts to session attendees, though any presentations provided will be posted on the conference app for access during and post-conference.