

Tennessee Conference on Volunteerism & Service-Learning

February 16-18, 2025
Cool Springs Marriott, Franklin



Tips for Successful Conference Proposal Submissions

Follow these guidelines to increase your chances of having your proposal selected:

- 1. Read the Call for Proposals and Criteria:**
Carefully review the Call for Proposals, Selection Criteria, and Workshop Scoring Rubric. Ensure you include all requested information and provide detailed content.
- 2. Know Your Audience:**
Identify the target audience and experience level (Beginner, Intermediate, Advanced) for your workshop. This helps attendees choose sessions that best fit their needs. Select the appropriate audience level on the proposal form.
- 3. Craft a Clear Title and Description:**
Ensure your title and abstract accurately reflect the session's content and objectives. Misalignment between the title and content is a common critique in evaluations.
- 4. Define Workshop Objectives:**
Clearly convey what participants will learn and take away. Interactive workshops are preferred and tend to receive better feedback.
- 5. Enhance Workshop Quality:**
To improve selection chances and attendee satisfaction:
 - Include opportunities for participants to apply new concepts.
 - Incorporate interactive elements (except for TN-SLC Higher Education Faculty Track).
 - Ensure content fits the allotted time, allowing for questions and reflection.
 - Provide reference materials for use after the session.
- 6. Final Review Before Submission:**
Before submitting, perform a final spell and grammar check, and confirm that all required information is included.