

# Sample Proposal

**THIS IS A SAMPLE DOCUMENT.**

Deadline for [NACUBO 2017 Annual Meeting](#) concurrent and corporate showcase sessions is October 14, 2016. Acceptance notifications will be sent by January 2017.

Please read the submission guidelines and review the entire form to ensure you have all the required information to prepare your submission.

Content submitted may also be considered for NACUBO’s publications, webcasts, or other NACUBO conferences.

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**Submission Type**

**Concurrent Session**

**Corporate Showcase**

**Session Title** *(Limit to no more than 10 words.)*

**Presentation Style** *(Visit the [NACUBO Annual Meeting website](#) for presentation style definitions.)*

- |                 |                                |
|-----------------|--------------------------------|
| Panel           | Single Speaker (Institutional) |
| Snapshot        | Group Discussion               |
| In the Hot Seat | CBO Speaks                     |
| Workshop        |                                |
| Other           |                                |

**Description** *(Provide a detailed description of your presentation. Please be clear about the content and how you plan to make the presentation interactive. Length is limited to 400 words.)*

**Learning Objectives** *(Provide 3 learning objectives for your proposed presentation. When writing learning objectives, focus on the participant and the specific knowledge, skills, and abilities that can be achieved from the session.)*

**Audience Takeaways** *(Tell us why an audience of higher education business office professionals will want to attend this session.)*

**Content Areas** *(To help match submissions to reviewers and sessions, please select the area(s) most applicable to your submission.)*

Accounting	Athletics
Auxiliaries	Campus Operations
Diversity/Inclusion	Endowment Management
Energy and Environment	Enrollment Management
Facilities	Finance
Global Operation	Human Resources
Leadership (Personal/Organizational)	Planning and Budgeting
Risk Management	Student Financial Services
Tax	Technology
Other	

**Speaker(s)** *Please do not list speakers who have not committed to present. All speakers will receive a copy of this submission. Note that per the submission guidelines, all speakers associated with a session must register for the meeting, and are responsible for the cost of their registration. There is a maximum of 5 speakers per submission.*

**Contact Speaker** *(Speaker who will serve as the point of contact for correspondence about the submission, and convene other speakers as needed.)*

**Content History** *(Has this material been presented before)*                      **Yes**                      **No**

If yes, where

**Agreement**

Please read all the guidelines before submitting your proposal. By submitting a proposal, you are agreeing to the guidelines for submission. Note that selected speakers are responsible for all expenses incurred in conjunction with participation in the event.

Staff reserves the right to edit content.