

2025 Annual Conference

Call for Proposals Submission Worksheet



Proposals are submitted through ProposalSpace.com. **For new users**, please create an account. **For returning users**, please update your existing account rather than create a new one. **All users**, be sure to add proposalspace.com to your email list of safe entities. It is important that your ProposalSpace account be correct: the email address ProposalSpace uses to send you important messages about your proposal (acceptance, scheduling) is stored in your user profile, not what you list in the proposal submission. To update your email address in your account profile:

- please login to your ProposalSpace.com account
- click your name in the top right-hand corner
- click "Edit My Account Details" on the right-hand side
- update and click "Save Changes" at the bottom of the page
- Required fields are indicated with '*'.
- For assistance with resetting your password on ProposalSpace contact support@proposalspace.com
- For questions regarding proposal content, please email proposal@gaschoolcounselor.org.
- For general conference questions, please email info@gaschoolcounselor.org.

We suggest that you prepare your proposal offline, and when complete with grammar and spelling carefully checked, copy and paste it into ProposalSpace. Please note that special characters may not translate in the web-based submission process. Information submitted will be in the Conference App. Please be especially thoughtful of italics, and special characters.

Program Information

- Session Title*
- Target Audience - primary*
 - Elementary*
 - Middle*
 - High School*
 - Counselor Educator/Supervisor*
 - School Administrator*
 - Elementary/Middle*
 - Middle/High*
 - Post-Secondary/Admissions*
 - Nearing Retirement/Retired*
 - All Levels*
- Additional Target Audience – (e.g. Target Audience is School Administrator with a focus on Elementary)
 - Elementary*
 - Middle*

*High School
Counselor Educator/Supervisor
School Administrator
Elementary/Middle
Middle/High School
Post-Secondary/Admissions
Nearing Retirement/Retired
All Levels*

- Primary focus area of your proposal*
*Classroom/Small Group Lessons, Activities, Ideas
Program ideas (e.g. Kindness Challenge, Peer Leaders, Parent nights, Staff PD, etc.)
College & Career Readiness
Student Focused (Individual Counseling, Mental Health, etc.)
Counselor Focused (Self Care, Organization, etc.)
Overall Counseling Program/ASCA Model
Advocacy
Tips & Technology*
- Session Summary*: *Please be thorough, but concise. This summary may appear word-for-word in the Conference App. Conference participants choose which programs to attend based on this information. Please keep the length to 50-75 words*
- Description*: *Submit a detailed description of the content of your program. Do not include presenter names in the description. This summary will be used by the conference programs committee in selecting programs to be presented.*
- Learning Objectives/Outcomes*: *Submit a description of the learning objectives/outcomes of the session. 75 word limit*
- Audience Participation*: *Submit a description of the opportunities for audience participation in your presentation. 75 word limit*
- Handout Agreement*: *I agree to upload a PDF handout or PowerPoint file prior to the beginning of Conference.*
- If you work in Georgia, what Region do you work in?*
- How does your proposal relate to this year's conference theme? 75 word limit
- Has this Proposal been presented at a past GSCA conferences? If Yes, indicate the year(s) it was presented.*
- To ensure that your presentation is in alignment with GSCA's official position statement on Diversity, Equity, and Inclusion (DEI), we ask that all presenters incorporate DEI into conference presentations. *How does your program proposal align with GSCA's Diversity, Equity, and Inclusion strategic priority?** *GSCA's DEI position statement can be viewed here: <https://www.gaschoolcounselor.org/policy-on-position-statements>. 75 word limit*
- Diversity, Equity and Inclusion Agreement * *My presentation will include talking points and at least one slide in which Diversity, Equity, and Inclusion are addressed.*
- Registration Agreement* *You agree to abide by all GSCA policies, including that each presenter agrees to register and pay for the conference by the Early Bird Deadline.*

- I have set Proposalspace.com as a safe sender to my email system* *All notifications about the acceptance and scheduling of proposals will come from the email system within ProposalSpace.com. Please be sure to set your permissions in your email system to accept emails from this source or you may miss important communications (support@mg.proposalspace.com).*
- Email address* *The email address I used to register my account with Proposal Space and is listed in my User Profile is the same email I have provided with the submission of my proposal. Please update your profile if needed otherwise you will miss important communication.*

Submitter Information *If the submitter is presenting, please add as Presenter 1 as well. If the submitter is not presenting, you do not need to include them as a Presenter.*

- Submitter Name*
- Submitter Position/Title (middle school counselor, counselor educator, etc.)*
- Organization
- Submitter Email*
- Submitter Cell Phone*
- Submitter Alternate Phone*
- Indicate any days/times during the conference, November 1-3, during which you are unable to present. Although every effort will be made to honor requests, we cannot guarantee requests will be granted.

Presenter Information: *If the submitter is presenting, please add as Presenter 1. If the submitter is not presenting, you do not need to include them as a Presenter. Additional presenters may be added by selecting "Add A Presenter."*

- Presenter: Name*
- Presenter: Email Address*
- Presenter: Organization*
- Presenter: Phone*
- Credentials
- Please indicate if you are possibly presenting additional programs*
- Indicate any days/times during the conference, November 1-3, during which you are unable to present. Although every effort will be made to honor requests, we cannot guarantee requests will be granted.
- Presenter: Upload a resume/CV for each presenter (each presenter is on a separate form) to include*:
 - Educational Background/Professional Training
 - Certification/Licensures
 - Employment Background
 - Professional Organizations
 - Honors/Awards
- GSCA First Time presenter

- Items with * are required for submission. For the email address, please make sure this is the email that is tied to your GSCA membership. If you are not a member, the email address should be the one that you will use during registration if your proposal is accepted.