NATIONAL ASSOCIATION OF COMMUNITY DEVELOPMENT EXTENSION PROFESSIONALS

Request for Proposals

We hope you are as eager as we are to share your work and learn from colleagues during our upcoming in-person 2024 NACDEP Conference in Houston, Texas. Please consider submitting a proposal for a presentation, workshop, or poster. The subject areas of Community Development that the conference will focus on include economic development, diversity and inclusion, human capacity building, community resilience and sustainability, infrastructure, natural environment, and building capacity within government and organizations. Selected proposals are peer-reviewed by other NACDEP members, ensuring they are of high quality.

Things to note about submitting this year:

- *Continued from last year!* There is a **FIRM deadline** for submissions: **Monday, January 22, 2024 at 11:59 pm EST**. The board and conference committee have agreed to hold fast to this deadline and not offer any extension. This will allow us to stay on schedule for timely reviews, acceptance, session planning, and registration. All proposals must be submitted and complete by **January 22**. Be sure to block off ample time between now and then to prepare your proposal submission(s).
- We will send periodic reminders and notifications of the number of proposals received to date in the weeks preceding the deadline.
- We are using Oxford Abstracts again this year to manage submissions and reviews. **Submissions can be entered here:** **https://app.oxfordabstracts.com/stages/8357/submitter**
- You will need to create a login with Oxford Abstracts if you do not have one yet. (Note: If you choose to log in using Google or LinkedIn, any notifications about your submissions will go to the email address affiliated with those accounts.) We recommend that you log in with your institutional email address so your submission will match your NACDEP conference registration and membership email.
  - o You may save partial submissions and edit complete or incomplete proposals up until the deadline.
  - o Please be sure to add all authors that you would like to be included in the program since there will be no later date to add them.
  - o **Format Options:**
    - 25-minute presentation (20-minute presentation; 5-minute Q&A)
    - 3-5 hours pre-conference workshop (Monday, June 17th, 12:00 pm - 4:00 pm)
    - 3-5 hours post-conference workshop (Thursday, June 20th 12:15 pm - 3:00 pm)
    - Poster
- This year's conference will be fully in-person.
- Increase your chances of success! Check out the video on submitting a successful proposal.
- More info about the conference can be found on our NACDEP website.

Serve as a reviewer! Whether or not you submit a proposal this year, please consider serving as a peer reviewer. The window to review proposals is **January 31 - February 15, 2024**. Each reviewer will be assigned up to 5 proposals. If you are not submitting a proposal but are willing to review, send your name and area(s) of expertise to Megan Rodriguez and you will be added to the list.

Thank you for playing your part to make this a great conference!

For more information or questions about submitting, please contact:
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NACDEP Session Chair
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