2024 Convention & Tradeshow Request for Proposals

Coversheet

One voice for accessible excellence in education

Community Colleges for Iowa

Community Colleges for Iowa advocates with one voice for accessible excellence in education. We are a nonprofit, volunteer membership association and the primary advocate for Iowa's 15 Community Colleges. We provide leadership on issues affecting the colleges and represent the collective needs, vision, and values of the colleges to state and federal policymakers.

Convention & Tradeshow

In 2024, we are excited to host the 2nd annual Community Colleges for Iowa Convention & Tradeshow. The event is the only statewide professional development conference focusing exclusively on community college administrators, staff, and faculty.

Event Details

The event will take place Tuesday, December 3 through Thursday, December 5, 2024 in Des Moines, Iowa at the Marriott Downtown Des Moines. Sessions will take place on December 4-5, with an opening reception and networking activities on December 3.

Timeline of Proposals

The request for proposals will open on Friday, May 3, 2024 and close on Friday, August 9, 2024. A review committee of community college staff will review each proposal and determine the program for the 2024 Convention & Tradeshow. All applicants will receive notification by Tuesday, September 3, 2024, whether their session was selected or not.

Submission

All submissions must be done online via our request for proposals form. Any other submission will not be considered by the review committee. If you would like to workshop your idea, please contact our staff person mentioned below. The form can be accessed here: https://forms.office.com/r/v0Bw9Dtyt0.

Sponsorship

Sponsors interested in presenting must submit an RFP. No session in the program is guaranteed for sponsors unless they are at the Platinum Sponsorship level. If an outside entity (i.e. non-Community College) is approved for the program, then they must purchase a sponsorship level. To learn more about our sponsorship opportunities, visit our website.

Contact Information

Questions should be directed to Monique Ellefson, Director of Strategic Initiatives. Contact Monique via email at mellefson@ccforiowa.org or by phone at 515-650-8771.

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Proposal Details

Convention Theme

Proposals should relate to the 2024 Convention & Tradeshow theme, which is _Innovation in Education: Navigating the Future Together_. With this theme, we will be focusing on innovative approaches, technologies, and strategies that community colleges can adopt to meet the evolving needs of students and the workforce.

Session Topics

Proposals should also relate to the following topics:

- **Smart Campus: Transforming Education with Emerging Technologies**
  - Examples: AI policies & uses, cyber security, classroom technologies
- **Whole Student, Whole Success: Innovative Approaches to Student Success**
  - Examples: mental health, soft skill development, retention & completion, inclusion & access efforts/emerging needs
- **Beyond Traditional Paths: Innovative Programs to Combat the Enrollment Cliff**
  - Examples: enrollment cliff, 3-year bachelor's programs, apprenticeships
- **Navigating New Norms: Administrative Strategies for a Changing Education Landscape**
  - Examples: human resources, facilities & fiscal management & planning, partnerships

Form Overview

All proposals should be submitted using the online form (link on page 1). Below is an overview of questions so that you may prepare your materials appropriately.

1. Name
2. Email
3. Phone
4. Community College or Company Affiliation
5. Position Title
6. Short Bio (150 words max)
7. Will you have co-presenters?
   - Yes/No
8. If yes, provide their name(s), title(s), affiliation(s), and short bio(s).
9. Session Title
10. Select which topic you will be presenting on as related to the 2024 Convention theme....
    - Smart Campus: Transforming Education with Emerging Technologies
    - Whole Student, Whole Success: Innovative Approaches to Student Success
    - Beyond Traditional Paths: Innovative Programs to Combat the Enrollment Cliff
    - Navigating New Norms: Administrative Strategies for a Changing Education Landscape

11. Write a brief description of what your session would entail. 150 words maximum (this will serve as the program description)
12. Describe the main objective of your session. List these in bullet point format as takeaways that the attendees will gain from your session.
13. How does your topic relate to the overall convention theme?
14. Session Format
    - Presentation (minimal audience participation)
    - Workshop (high audience participation)
    - Roundtables (small groups; high participation)
    - Panel
    - Other
15. Session Length
    - 60 min session
    - 120 minutes (broken out over two 60 minutes sessions)
    - Other
16. Audio/Visual Needs
    - Projector & screen
    - Room-provided laptop
    - Video with audio capabilities
    - Zoom/conference capabilities
    - Other
17. Which audience do you think will relate to your session the most? This is not an exhaustive list, so please add a category in the other as needed.
    a. Academic officers
    b. Deans and directors
    c. Financial/business officers
    d. Information technology officers
    e. Economic developers
    f. Facilities/maintenance staff
    g. Faculty
    h. Grant professionals
    i. Human resources
    j. Marketing staff
    k. Student services staff
    l. Upper level administrators
    m. Other
18. Any questions/comments for the program review committee and/or CC4IA staff.