



ILCEIA Drive-In Conference

CALL FOR PROPOSALS

To: ILCEIA Members, Illinois Employers and University Faculty and Staff

From: ILCEIA Conference Planning Committee

Re: Spring 2009 Drive-In Conference: Internships & Co-ops in a Challenging Job Market: What is Your Role?

On behalf of the ILCEIA Conference Planning Committee and Bradley University, you are invited to attend a one-day workshop for career professionals, employers and faculty. The Drive-In Conference is an opportunity to explore your role in assisting students in today's challenging job market.

April 30, 2009 at Bradley University Campus, Peoria, IL

We have also attached a call for proposals and a presenter registration form. Please feel free to distribute this information to your colleagues who would benefit from this workshop.

We encourage you to not only attend the drive-in conference, but also to consider presenting your ideas and expertise in the area of career services. The conference is designed to explore best practices for advising students in this challenging job market.

Please contact one of the committee members listed below with questions. We hope to see you on April 30th!

Dawn Koeltzow, Conference Co-Chair
Bradley University
Vice President/President-Elect ILCEIA
dkoeltzow@bradley.edu

Pam Cooper, Conference Co-Chair
Illinois State University
Communications, ILCEIA
pjcoope@ilstu.edu

Presentation Proposal Form

ILCEIA Drive-In Conference-Bradley University

April 30, 2009

***Internships & Co-ops in a Challenging Job Market:
What Is Your Role?***

An e-mail confirmation will be sent to presenters and co-presenters when the proposal has been received. Submission deadline is February 27, 2009. Presenters will be notified by March 13, 2009. Please fill out the proposal completely and email to Pam Cooper, pjcoope@ilstu.edu.

Presenter information

Name _____

Institution/Organization _____

Title _____

Mailing address _____

Day time phone number (with area code) _____

Fax number (with area code) _____

e-mail address _____

Co-presenter information

(list co-presenters in the order they should be listed in the program if proposal is accepted). If there is more than one co-presenter, please attach duplicate information for each person in a separate Word Document.

Name _____

Institution _____

Title _____

Mailing address _____

Day time phone number (with area code) _____

Fax (with area code) _____

e-mail address _____

Presentation format

Please indicate which format you are proposing for your presentation.

- Lecture
- Roundtable Discussion Leader
- Panel Format

Audiovisual Materials

Each of the rooms designated for presentations is equipped with projectors, screen, and internet access. If additional equipment is needed (e.g. laptop), please include the request in your proposal. It is recommended that you bring your presentation on a portable storage device as a backup. *Handouts for 30 are strongly encouraged.* If you would like to have your presentation available online for our conference attendees, please submit an electronic copy to dkoeltzow@bradley.edu.

Presentation Topic

The theme of the workshop is “Your Role In Assisting Students In A Challenging Job Market.” The purpose of the presentations is to provide conference attendees with your best practices in assisting students to navigate today’s challenging job market.

Possible presentation topics and examples for *Employers, Career Services Professionals, and/or Faculty* include:

- ✓ Importance of career related internships
- ✓ Identifying and connecting with potential employers
- ✓ Networking
- ✓ Alternative Career Plans For Students
- ✓ Maintaining Relationships and Visability
- ✓ Justifying Intern Hires During Layoffs
- ✓ Cost Saving Techniques During An Economic Crisis
- ✓ Technology
- ✓ Globalization
- ✓ Advising Majors In Demand
- ✓ What Employers Look For In Qualified Candidates

In an attempt to keep the workshop clearly focused on varying roles in a challenging job market, the committee will favorably review those proposals that make this connection.

Proposal

Please submit your proposal in 250 or fewer words. Your proposal should provide the title that you wish to have your presentation named in the program, a detailed description of the presentation, and learning outcomes.

Abstract

Please submit your abstract in 50 words or less, suitable for publication in the workshop program. The abstract should include the full title of the presentation, all presenters, institutions represented, and a brief summary of your presentation.

Submission

Please submit this form electronically in Word format to Pam Cooper, pjcoope@ilstu.edu, by February 27, 2009. If there is more than one co-presenter, please attach duplicate information for each person on a separate Word Document.

If you have any questions, please feel free to contact:

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