

ACES 2023 Proposal Guidelines and Outline

This document is designed to help presenters prepare conference proposals. Submissions are accepted via the Cvent Platform. Presenters will need to create an account (i.e., separate from ACES website login) to access the submission portal.

Thank you for your interest in being a presenter at the ACES 2023 Conference! We are excited that you want to share your expertise with our professional community! This document includes an overview of the submission process. New presenters are also encouraged to view the Proposal Development Tutorial Linked on the Cvent landing page.

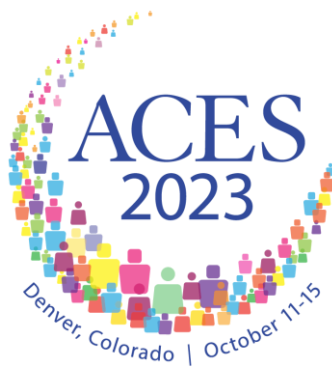
The ACES 2023 Conference will be held at the Denver Hyatt Regency from October 11-15, 2023, with pre-conference sessions scheduled on October 11 and education, panel, roundtable, and poster sessions scheduled on October 12-15.

The proposal portal will open January 1, 2023, and close on February 1, 2023, 11:59pm PST.

Session Types

There are four (4) presentation types. **All proposals in every category must apply to counselor education and supervision.** Proposals should not focus on counseling interventions or techniques unless the proposal is aimed at (1) advanced, contemporary practice trends of which counselor educators and supervisors should be aware, or (2) helping counselor educators and supervisors teach, supervise, or research the practice issue of focus. General counseling sessions are better suited for other conferences, like ACA.

- a. **50-minute Education Session.** Education sessions allow for lecture, discussion, and activities in a classroom-like learning environment. This format works well for presenting research findings that can be applied to counselor education and supervision, introducing well-developed instructional strategies, and teaching participants about unfamiliar topics. Projectors and screens will be provided; presenters are responsible for bringing devices and any adapters to connect to projectors.
- b. **50-minute Roundtable.** Roundtable sessions take place at a roundtable, allowing presenters and up to eight attendees to engage in an in-depth discussion. This format can be appropriate for many topics, including burgeoning research, advanced topics, and highly specialized conversations. A maximum of two presenters can be included on roundtables. No technology will be provided.
- c. **80-minute Panel Discussion.** Panel discussions bring together three or more professionals to share their expertise regarding a singular topic. Each panel discussion will supply its own



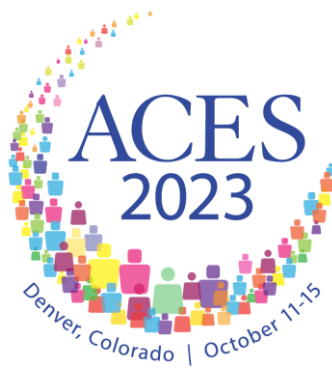
moderator. Appropriate topics for this area are those in which there are many strategies or approaches.

- d. **30-minute Poster.** Poster sessions involve presenters' work to be displayed on a large, printed poster. This format works well for presenting original research findings, although conceptual topics may also be addressed. Presenters are responsible for printing their own poster; display boards will be provided.

Session Categories

When you submit your proposal, we will ask you to categorize sessions in several ways. An accurate description will help conference planners to assign appropriate continuing education credit and create an optimal schedule of sessions.

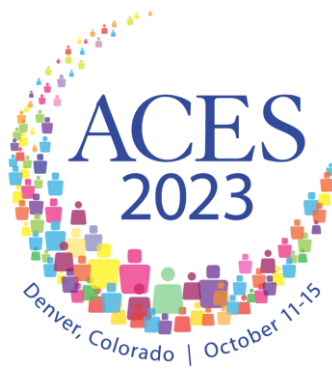
1. **Core Counselor Education & Supervision Category** (select 1)
 - a. **Advanced Counseling Practice** – advanced, contemporary practice trends that focus on keeping counselor educators and supervisors apprised of developments in the field or proposing innovative counseling approaches for further research.
 - b. **Supervision** – theory and practice of counseling supervision in counselor education, clinical, and school settings.
 - c. **Teaching** – instructional design, best practices, and considerations for teaching in graduate-level counseling and CES programs.
 - d. **Research & Scholarship** – methods for producing scholarship, research, or grant products to advance the counseling profession.
 - e. **Leadership & Advocacy** – leadership development, social justice advocacy, and/or professional advocacy. This area includes best practices for counselor education program administration.
 - f. **CES Career Development** – career development across the counselor educator and supervisor career lifespan. This area includes sessions intended for doctoral students, new professionals, mid-career/senior faculty members, and those in or considering administrative leadership.
2. **NBCC Continuing Education Category** (select up to 2)
 - a. **Counseling Theory/Practice and the Counseling Relationship** - advanced understanding of the counseling processes.
 - b. **Human Growth and Development** - advanced understanding of the nature and needs of individuals at developmental levels and are relevant to professional counselors and the counseling profession.
 - c. **Social and Cultural Foundations** - understanding of the issues and trends in a multicultural and diverse society that impact professional counselors and the counseling profession.



- d. **Group Dynamics and Counseling** - advanced understanding of therapeutic group development, dynamics and counseling theories and group counseling methods and skills.
 - e. **Career Development and Counseling** - advanced understanding of career counseling, development and related life factors.
 - f. **Assessment** - advanced understanding of approaches to assessment and evaluation in counseling practice.
 - g. **Research and Program Evaluation** - advanced understanding of research methods, statistical analysis, needs assessment and evaluation, and ethical and legal considerations in research.
 - h. **Counselor Professional Identity and Practice Issues** - understanding of various aspects of professional functioning as graduate-level counselors.
 - i. **Wellness and Prevention** - psychoeducational information for counselors to enhance their ability to promote optimal wellness related to client mental health.
 - j. No NBCC category
3. **Cross-listed & Designated Categories** (select as many as appropriate)
- a. **Ethics** – clear attention to ethical principles, standards, and/or decision-making in counselor education and supervision context
 - b. **Diversity, Equity, Inclusion, and Antiracism** – clear focus on DEIA within one or more core counselor education and supervision roles
 - c. **Presentation of Empirical Research** – presenters highlight their own original, empirical research findings
 - d. **Advanced Session** – designed to meet the needs of participants with a well-developed understanding and experience related to the topic of focus. Presenters must demonstrate significant expertise related to the topic and include prerequisite knowledge, preparation, or experience in the abstract.

Key Dates

- ACES will accept submissions from January 1, 2023, through February 1, 2023, at 11:59 pm PST.
- ACES will communicate final decisions, including the date and time of accepted sessions, by April 15.
- Presenters will have until May 1 to accept or decline session offers.
- Session edits, including changes to presenters (i.e., additions, deletions, and presenter order) may be made between May 1 and June 1.
- Presenters must indicate any accessibility needs by June 1.
- All presenters must register for the conference by August 1, 2023.



Proposal Guidelines

- Please review the proposal rating rubric when creating your proposal. The strongest proposals are well-written and include all the information requested. If you are a new presenter, you may find the Proposal Development Tutorial linked on the Cvent landing page helpful.
- Each presenter may be listed on up to **two** proposals. If an individual's name appears on more than two proposals, proposals will be declined without review.
- First presenters must be ACES members by the proposal deadline. Proposals in which the first author is not an ACES member will be declined without review.
- The presenter expertise section of the proposal must be prepared for blind review. Please do not include names, institutional affiliations, or identifiable accomplishments or roles. Proposals revealing presenter information will be declined.