



## Call for Proposals

Regional College Hunger Conference 2024

Friday, October 18, 2024

Northern Virginia Community College – Annandale, VA

The hosts of the Regional College Hunger conference are welcoming submissions to present at the 2024 conference, taking place on Friday, October 18 in Annandale, Virginia. If interested in submitting a proposal, please review this guide for information about the conference's themes and how to submit.

### BACKGROUND

The Regional College Hunger Conference (RCHC) convenes higher education leaders and subject matter experts to discuss best practices and innovative ways to support college students experiencing food insecurity. First established in 2022, the annual conference offers attendees the opportunity to learn what other institutions in the region are doing to address food insecurity and connect with peers in similar roles. Past conferences have offered sessions about inclusive pantries, fundraising, advocacy, addressing student needs holistically, and more. The conference is hosted by:



#### Capital Area Food Bank

CAFB is the region's leader in providing equitable access to food and opportunity to people struggling with food insecurity. CAFB distributes meals in communities across DC, Maryland, and Virginia but knows that creating long term solutions to hunger requires more than meals. It requires education, training, and opportunity. While still providing food for today, CAFB enables brighter futures through partnerships with higher education institutions to ensure students have the food they need to fuel their studies and maximize their investment in their education.



Consortium of Universities of the  
Washington Metropolitan Area

#### The Consortium of Universities of the Washington Metropolitan Area

The Consortium was founded to foster collaboration for higher education across the National Capital Region. A powerful unifying voice for its members locally, regionally, and nationally, the Consortium is a force for access and equitable economic and workforce development. The Consortium encompasses a broad portfolio of programs and initiatives, developing projects to enhance private/public partnerships while leveraging the reputation and talent of its diverse members and their location in the world's greatest college town.



#### Northern Virginia Community College

NOVA provides equitable access to affordable and exceptional higher education and workforce programs, transforming the lives of students and advancing opportunity in our community. The college has six campuses in Northern Virginia and is one of 23 colleges within the Virginia Community College System. As a learning-centered organization promoting student success, the college is guided by the values of care, excellence, inclusions, integrity, and respect.



## SUBMISSION AND REVIEW PROCESS

### **Proposals are due on Friday, August 23.**

To submit a proposal, please follow the instructions in the Proposal Guide section below. When developing your proposal, please be aware of these key dates:

<b>August 13</b>	Conference registration opens
<b>August 23</b>	Proposals due
<b>September 9</b>	Notification of decision from review committee
<b>Week of September 16</b>	Coordination meetings with co-presenters
<b>October 4</b>	Conference registration closes
<b>October 7</b>	Final presentation materials due
<b>October 18</b>	Regional College Hunger Conference

The conference hosts will serve as the proposal review committee, which will include a diverse pool of experts across the food security and college hunger space. The review committee will use the following questions when assessing proposals. Keep these in mind while drafting your proposal:

1. How well do the title and abstract match the presentation description?
2. Are the objectives clearly stated?
3. Are the content and/or skills highlighted in the presentation relevant to the intended audience?
4. Is the proposal relevant to the identified subthemes for the breakout sessions?
5. Is this a session that you would want to attend?

The Review Committee will ensure that a diversity of voice and experience is represented.

## SESSION THEMES AND GUIDELINES

This year we are collecting submissions for our breakout sessions that cover the following three themes:

### **1. Best Practices for Food Pantries**

Suggested content: Proven best practices for food pantries, from the essentials such as space setup, student intake, and food resourcing to more advanced strategies for addressing multiple basic needs in one center.

### **2. Marketing & Awareness Building**

Suggested content: Spotlighting successful and innovative strategies for increasing awareness and utilization of basic needs programs among students, with an emphasis on de-stigmatization.

### **3. Measurement & Evaluation**

Suggested content: Case studies of successful initiatives to evaluate anti-hunger programming or measure food insecurity on campus, and how to use data to make the case for expanding resources.

**Presenter Eligibility**: Those submitting proposals should have some demonstrated experience or knowledge of food security and/or college hunger. Presenters do not need to work directly for an institution of higher education.



**Session Duration and Collaboration:** Each session will be 60 minutes total (including Q&A) and will feature a combination of voices from different institutions and organizations. Individuals selected to present will speak to their theme with others. Therefore, all proposals should provide enough content for 15 minutes.

**Available Equipment and Technology:**

Projector and Screen	Computer
Podium	Internet
Microphones	4 Easels and 4 Flip Charts

## SUBMISSION GUIDE

To submit a proposal, please complete the submission form attached to the email that included this guide. Complete the full form and do not leave any questions blank. More information about what to expect and how to complete each section is below:

**1. Presenter Information**

- a. Name (as you wish to have it appear in materials for the conference)
- b. Job Title
- c. Organization
- d. Email Address
- e. Phone Number

**2. The subtheme you will present (if submitting multiple proposals, submit separate documents)**

- a. Best Practices for Food Pantries
- b. Measurement & Evaluation
- c. Marketing & Awareness Building

**3. Identify session equipment and tech needs, if using**

**4. Acceptance the following terms of agreement:**

- a. This proposal is based on original work. This proposal does not include text generated from a large-scale language model (LLM) such as ChatGPT, except for proposals that explicitly study LLM text and present text as part of the conceptual or experimental analysis, in which case all instances of LLM text must be clearly identified as LLM text in the proposal.
- b. All presenters agree to register for the Regional College Hunger Conference by 10/4/24.
- c. All presenters agree to have their name and headshot included in promotional materials.
- d. All presenters agree to share their session materials by 10/7/24.



## 5. Presentation Title

- a. Not to exceed 15 words
- b. Must include proper punctuation and capitalization

## 6. Abstract

- a. Provide an abstract of no more than 50 words briefly describing your proposal.
- b. The description should be directed toward conference attendees and what they will learn by attending this session. It is important that the abstract speaks for itself.

## 7. Proposal Text

- a. Proposals must not exceed 2,000 words and should characterize the content you would like to cover.
- b. Please include only the text of the proposal, excluding references.
- c. References are submitted in the next section and do not count toward the proposal text word count.
- d. Any supporting tables, figures, formulas, and graphics will be submitted as an attachment. These materials do not need to be the final presentation.
- e. Text should include the identification of panelists, presenter(s), and/or facilitator(s) in their text.
- f. Suggested sections:
  - i. Objectives
    1. Clearly state your goals for this session. What do you hope to accomplish?
  - ii. Content/Skills
    1. Describe in detail what participants will learn by attending this session. What new skills, methods, content, or ideas will they come away with?
  - iii. Participant Experience
    1. Outline what participants will experience. How will they listen, learn, participate, share, and/or connect? If you propose a Panel, list the questions you will use to facilitate your discussion.
  - iv. Why this Presentation
    1. Explain why this presentation should be chosen for this conference. How does this presentation align with the Conference theme and/or subthemes? Why would a participant choose to attend this presentation?
  - v. Why You
    1. Explain why you (and any other presenters listed) are the best individuals to present this session. What background/experiences/passions do you have that you want to share with others?

## 8. References

- a. Cite the published and/or unpublished references in your proposal. There is no limit to the number of references provided. Please adhere to the APA Style guidelines.



## 9. Attachments (optional)

- a. If using any supporting materials such as figures, tables, or graphics, either insert them in this section or include them as attachments when emailing your submission.
- b. Attachments should be clearly labeled.
- c. You do not need to create slides or a presentation. If selected to present, you will receive guidelines about this step later.

When finished, send the document and any attachments to:

**Amirah Dales**

[adales@capitalareafoodbank.org](mailto:adales@capitalareafoodbank.org)

Please reach out to Amirah with any questions about this process.

Submissions will be reviewed after August 23 and you will receive the committee's decision on or before September 9.