



Creative Community College Collaborators Third Annual 4C Virtual Tutor Conference

October 25, 2024

8:30am-1:40pm PT | 9:30am-2:40pm MT

10:30am-3:40pm CT | 11:30am-4:40pm ET



Information for Supervisors

We're delighted that your tutors will be joining us at the conference, whether as presenters, attendees, or both. It promises to be an enriching experience for all.

In order to ensure consistent quality among the proposal submissions and to be mindful of variations in staff availability over the summer, we ask that a supervisor at each institution (director, manager, coordinator, etc.) **vet proposals locally before submitting them** to the conference organizers. If you have multiple programs, departments, or centers, you may wish to consider designating a single institutional point of contact. As you vet your tutoring staff's proposals for readiness, please keep these parameters in mind:

- Four co-presenters maximum allowed; Solo presenters are fine.
- All presenters must have a minimum of one full semester of tutoring experience (count summer as one semester as appropriate).
- Coordination with CRLA training topics is encouraged but not required.
- Concurrent sessions are 50 minutes long, including 5-10 minutes for Q&A and wrap-up activities. *PLEASE TIME THE SESSION BEFORE SUBMITTING A PROPOSAL.* We have seen past sessions run both extremely short and overtime.
- Sessions must be interactive. No more than 20 minutes is to be lecture-style.
- The presenter(s) should be able to articulate how the session topic connects to the conference theme.

Supervisors at the local institution/program will complete the electronic proposal submission process for their tutors. A separate submission is required for each proposal, but co-presenters will be included together in a single submission. Conference registration, however, is completed by the individual tutor.

If multiple proposals are being submitted from your institution, please rank them. There will be a spot in the electronic submission form to note this. You may determine the criteria for your own rankings. Ex: Will a tutor be graduating soon and not have another chance to present? Is one presenter more enthusiastic about the opportunity than another? Does one topic have primacy over another in your mind? Does a tutor need this opportunity to advance a CRLA level? You decide!

Presenters' CRLA certification status will be included in the conference materials along with any relevant CRLA topic alignment so that institutions may, at their discretion, count attendance at specific sessions toward CRLA certification requirements.

Supervisor checklist:

- Let your tutors know about the conference date and the associated deadlines.
- Promote conference attendance among your staff.
- Encourage your tutors to craft a proposal. You could even consider making this a tutor project associated with CRLA advancement.
- Encourage tutors to watch the webinar “[Best Practices for a Professional Presentation Proposal](#)” on the 4C YouTube channel.
Additional resource: [Past conferences exemplary session playlist](#).
- Provide tutors with the printable or fillable proposal submission preparation form. You will use this as an aid in completing the electronic submission form.
- Collect completed proposal submission planners from tutors.
- Confirm that all potential presenters have at least one semester of tutoring experience.
- Verify that potential proposal submissions meet all parameters.
- Vet proposals and associated materials** for accuracy, relevance, and quality.
- Determine ranking for multiple proposals as applicable.
- Submit vetted proposals [here](#) **no later than September 20, 2024**.
- Confirm that your institution has submitted at least one proposal.
- After **October 4**, notify tutors of proposal acceptance status and presentation time slot.
- Verify that presenters and other attendees have registered. **Registration closes October 11, 2024** at 8:00pm PT | 9:00pm MT | 10:00pm CT | 11:00pm ET.

Conference schedule:

Welcome, announcements	8:30 am PT 9:30 am MT 10:30 am CT 11:30 am ET
Concurrent session 1	8:50 am PT 9:50 am MT 10:50 am CT 11:50 am ET
Concurrent session 2	9:45 am PT 10:45 am MT 11:45 am CT 12:45 pm ET
Keynote session	10:40 am PT 11:40 am MT 12:40 pm CT 1:40 pm ET
Concurrent session 3	11:35 am PT 12:35 pm MT 1:35 pm CT 2:35 pm ET
Concurrent session 4	12:30 pm PT 1:30 pm MT 2:30 pm CT 3:30 pm ET
Wrap-up, evaluations	1:25 pm PT 2:25 pm MT 3:25 pm CT 4:25 pm ET

Questions? Email creative.cc.collaborators@gmail.com.