



The Creative Community College Collaborators invite you to the
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



Call to Conference

What does excellence mean to you? What does it mean to the students you work with, the center that employs you, and the institution that brings you all together? There are myriad ways to examine the concept of excellence, and just as many ways to rise to its call, and we can't wait to hear how you strive to incorporate excellence into your tutoring practice. Join us for the third annual 4C Virtual Tutor Conference, **Rise to Excellence** for an opportunity to meet with colleagues across the country as a community of practice, to learn from each other, share ideas, network, and explore the process of helping students along the way. The conference is tutor led, meaning that all sessions are *by* and *for* tutors. For simplicity, the conference materials will refer to tutors, but writing consultants, SI Leaders, PAL facilitators, academic coaches, and other learning support practitioners are also welcome.

Please also consider submitting a proposal to present a concurrent session at the conference. Proposal details are found in the Call for Proposals included in this packet. Supervisors may attend the conference alongside their tutors but do not present.

Important dates:

September 20	Proposals and materials due
October 4	Session acceptance notifications sent out
October 11	Conference registration deadline
October 25	Virtual tutor conference

Register [here](#) for this free conference. **Registration closes October 11, 2024**
at 8:00 pm PT | 9:00 pm MT | 10:00 pm CT | 11:00 PM ET.

Even if you can't attend the full conference, you are welcome to join us for part of the day.

Conference schedule:

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

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



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Call for Proposals

Your tutoring practice is a reflection of your pursuit of excellence in academics, career and technical education, pedagogy, methodology, skill application, and much more. This is an opportunity for you to share your experiences, expertise, research, and skills with colleagues across the country. Hone your presentation skills, build your résumé, and gain experience presenting in a national forum. All sessions are *by* and *for* tutors. Tutors may register and attend the conference without presenting, and supervisors are welcome to attend alongside their tutors.

Presentation parameters

- Each participating institution must submit at least one presentation proposal; Multiple proposals from an institution are welcome.
- Presentations are to be 50 minutes long, including 5-10 minutes for Q&A and wrap-up.
- The presentation must be interactive. No more than 20 minutes of the presentation is to be lecture-style information dissemination.
- All presenters must have a minimum of one semester of tutoring experience.
- CRLA certification is not required to be a presenter, but will be noted in the conference materials.
- A presentation may have up to four co-presenters.
- Proposals are to be vetted and submitted by local leadership.
- Consider how your topic connects to the conference theme.
- The electronic **proposal submission deadline is September 20, 2024**. Both a printable and a fillable submission planner are included with this packet.

Some ideas for session topics/areas of focus are:

- CRLA training topics
- mentoring newer tutors
- building connections with campus departments and organizations
- memorization aids
- activities for SI sessions
- ethical uses of generative artificial intelligence for tutoring
- successful asynchronous sessions



Proposal status and scheduling information will be communicated to the identified institutional contact person (see the submission form for details.)

Submit your Presentation Proposal Submission Planner (in this packet) to your local program leadership, who are responsible to electronically submit vetted proposals to the conference organizers.

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

We look forward to learning with and from you!



"Rise to Excellence" conference logo design by Yelena Karapunarly, Peer Tutor at Chemeketa Community College



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Presentation Proposal Submission Planner

Proposals are to be submitted electronically. This form is a printable tool to help prepare for the electronic submission. Details on the electronic submission process are found in the information sent to program leadership. The electronic **proposal submission deadline is September 20, 2024.**

For tutors, by tutors!

Tutor presentations must be vetted locally by program leadership before submission. Participating institutions must submit at least one proposal; more are welcome. Each proposal requires a separate form submission.

Institution/Program Information

Institution and Organization Name (*Example: Anywhere College Universal Learning Center*)

Institutional Contact Name, Title, and Pronouns

(This is the director, coordinator, manager, etc., who will serve as primary contact for all tutor proposals from the institution or program.)

Presenter Information

A presentation may have up to four co-presenters, and all presenters for a single presentation will be included in the same proposal submission. Please submit a separate form for each presentation.

Presenter 1 Name, Discipline(s), and Pronouns (*Example: Frank Wonder, engineering and philosophy, he/him*)

Presenter 1 CRLA Level

Not yet certified

Certified (Level 1)

Advanced (Level 2)

Master (Level 3)



Presenter 2 Name, Discipline(s), and Pronouns (*Example: Z García, computer science, they/them*)

Presenter 2 CRLA Level

- Not yet certified
- Certified (Level 1)
- Advanced (Level 2)
- Master (Level 3)

Presenter 3 Name, Discipline(s), and Pronouns (*Example: Bia Mwangi, ESL and writing, she/her*)

Presenter 3 CRLA Level

- Not yet certified
- Certified (Level 1)
- Advanced (Level 2)
- Master (Level 3)

Presenter 4 Name, Discipline(s), and Pronouns (*Example: Alex Seo, chemistry and psychology, they/them/she/her*)

Presenter 4 CRLA Level

- Not yet certified
- Certified (Level 1)
- Advanced (Level 2)
- Master (Level 3)

If accepted, this presentation may be scheduled at which of the following time slots? Mark all that apply.

- 8:50 - 9:40 am PT | 9:50 - 10:40 am MT | 10:50 - 11:40 am CT | 11:50 am - 12:40 pm ET
- 9:45 - 10:35 am PT | 10:45 - 11:35 am MT | 11:45 am - 12:35 pm CT | 12:45 - 1:35 pm ET
- 11:35 am - 12:25 pm PT | 12:35 - 1:25 pm MT | 1:35 - 2:25 pm CT | 2:35 - 3:25 pm ET
- 12:30 - 1:20 pm PT | 1:30 - 2:20 pm MT | 2:30 - 3:20 pm CT | 3:30 - 4:20 pm ET

Presentation Information

Each 50-minute presentation ***must include an interactive component***. The time slot includes 5-10 minutes for Q&A and wrap-up.



What do you expect your audience to learn from participating in your session? Please limit to 75 words.

Which interactive tool(s) will you incorporate in your session? Check all that apply.

- | | | | |
|--------------------------|------------------------------|--------------------------|---------------------------------|
| <input type="checkbox"/> | Bingo Maker | <input type="checkbox"/> | Breakout room activities |
| <input type="checkbox"/> | Jamboard | <input type="checkbox"/> | Kahoot! |
| <input type="checkbox"/> | Padlet | <input type="checkbox"/> | Poll Everywhere |
| <input type="checkbox"/> | Scribbl.io | <input type="checkbox"/> | Quizlet |
| <input type="checkbox"/> | Other (specify) _____ | | |

I acknowledge that if this proposal is accepted, I or a co-presenter must attend a one-hour tech run-through session on October 18, 2024 or I/we will forfeit the opportunity to present.

Agree

Which tech run-through session time(s) are you or a co-presenter available to attend on October 18, 2024? Check all that apply. You will only need to attend one; You will receive a calendar invite.

- 9am PT | 10am MT | 11am CT | 12pm ET
- 10am PT | 11am MT | 12pm CT | 1pm ET
- 11am PT | 12pm MT | 1pm CT | 2pm ET
- none of these times work for me or a co-presenter

Thank you! We look forward to learning with and from you!

