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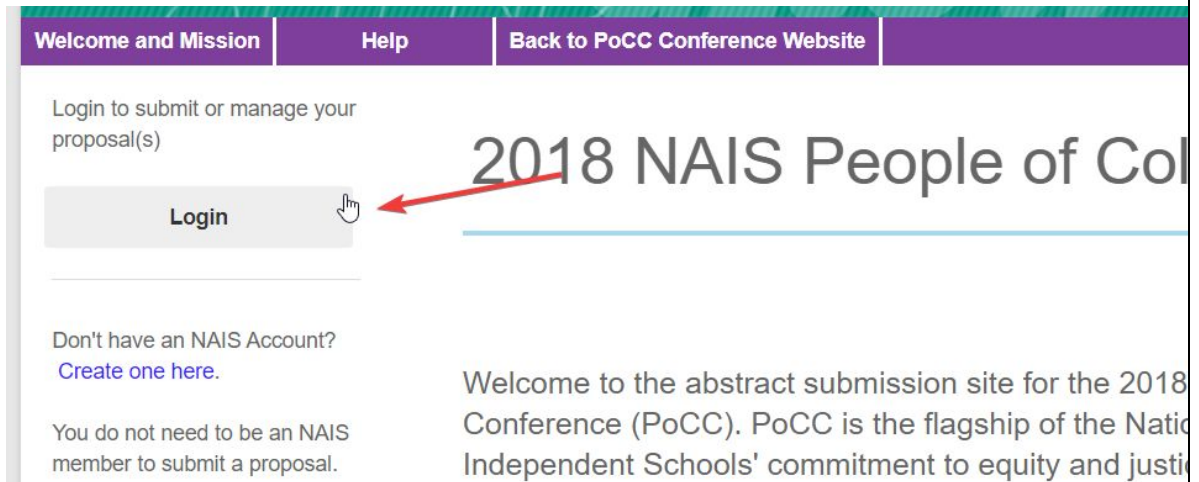
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Introduction

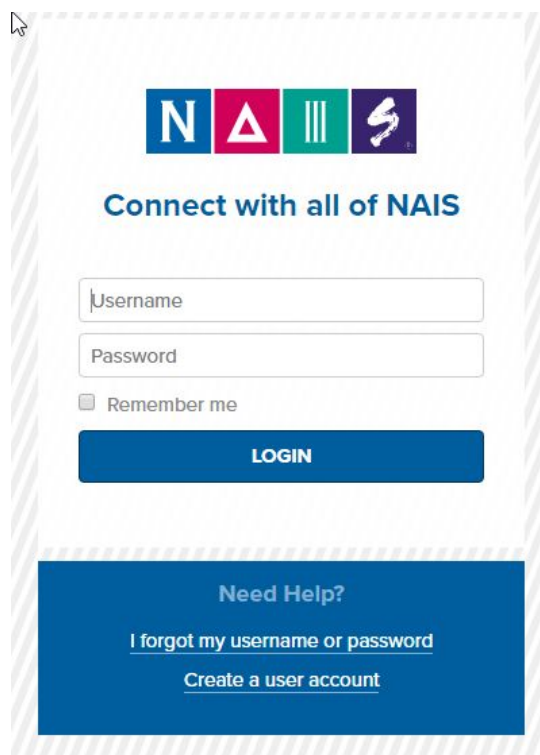
Thank you for your interest in the 2018 NAIS People of Color Conference. Below we will cover the basics of the platform from login to submission of your abstract.

How To Login To Your Account

1. Click the “Login” button on the left hand side of the page or you can click the “Submit Your Proposal” Link to be taken to the login screen.



2. From the login screen you will be able to provide your Username and Password associated with your NAIS account to login. If you do not have a NAIS account please continue on to the "[How To Create An Account](#)" section of this guide.



3. Once you have logged in you will be taken back to the PoCC site to submit your proposal and all pertinent information laid out below in the “Submit an Entry” section.

Submit an Entry

1. Once logged in you will be able to begin a new entry, you will be taken to the “Terms and Conditions” question form page. Please carefully review all the particulars of the NAIS PoCC Conference and once reviewed click the confirmation box to indicate that you have read and understand the terms.

The screenshot displays the NAIS PoCC Conference website interface. At the top, there is a purple navigation bar with links: "Welcome and Mission", "Help", and "Back to PoCC Conference Website". Below this, a breadcrumb trail reads "Home / My Proposals / Proposal". The main heading is "2018 PoCC Abstracts Submission". A navigation path is shown: "Terms and Conditions" → "Proposal Submission Process" → "Presenter Overview" → "Presenter Information" → "Co-Presenters" → "Proposal" → "PoCC Equity Seminars" → "Technical Requirements / Considerations". A note states: "Please read the following terms, conditions, criteria, and instructions carefully before submitting a proposal." The "Terms and Conditions" section begins with: "NAIS is committed to providing outstanding professional development opportunities for our members and attendees. NAIS is fortunate to work with presenters who understand and are committed to supporting our association and its programming. Without this support, NAIS would be unable to provide the depth, breadth, and exceptional programming quality our audience expects and our brand represents." On the left side, there is a "Welcome System Admin" sidebar with links: "Home", "My Proposals" (with sub-links "In Progress (1)" and "Expired (0)"), "Admin Panel", and "Log Out". A note at the bottom left states: "Note: The submission deadline is May 19, 2017 11:59 PM Eastern Time."

2. Once you have clicked the confirmation box you will be able to progress your submission by clicking the “Save and Next” button in the bottom right corner.

Confirmation *

 CHECK THIS BOX TO INDICATE YOU HAVE READ AND UNDERSTAND THESE TERMS AND CONDITIONS

Conference Session Types

This year, NAIS invites proposals for the following types of conference sessions:

1. **General workshops** are held within four time blocks and organized by conference tracks. (See the list of tracks in Section III.) Workshops offer participants an opportunity to explore issues of equity and justice within the context of independent schools. Sessions are typically 60 minute in length.
2. **PoCC Equity Seminars** which are highly-selective half- or full-day pre-conference sessions that offer a deep dive into a range of issues related to equity, diversity, cultural competency, and social justice. PoCC Equity Seminars will take place Wednesday, Nov. 28.


Save

Save and Next

3. You will be taken to the "Proposal Submission Process" form page, to ensure the best possible entry review the details of this page to allow yourself a full understanding of how to submit to the PoCC. Once you have reviewed please click the agreement box at the bottom of the form and click the "Save and Next" button.

- NAIS events are noncommercial forums. Under no circumstances may a presenter promote a product, service, or anything else representing monetary self-interest. Failure to comply will impact future consideration. If you have any questions regarding this policy or a specific presentation, contact Nadia Woods at woods@nais.org.

Agreement *

 ☐ By checking this box, you agree to the terms and conditions for the 2018 PoCC Workshop Proposal Submission Process and are ready to begin your submission

Prev

Save

Save and Next

4. Next you will be taken to the "Presenter Overview" form page, here you will be given an overview of Leader Presenter, Accepted Proposals and Presenter Expectations for the NAIS People of Color Conference. Once you have reviewed this information you will be able to click the agreement box at the end of the form page and click "Save and Next".

- Book your own hotel reservation at the conference hotels. Reservations will open in early September.
- Make your own travel arrangements to the conference.

Agreement *

☐ By checking this box, you agree to the terms and conditions for the 2018 PoCC Workshop Proposal Submission Process and are ready to begin your submission.



Prev

Save

Save and Next

5. From here you will be taken to the "Presenter Information" question form, this is the screen where you will provide an overview of your information, contact informations, if you have attended or presented at a NAIS PoCC before, etc. Again, once you have filled out all required fields you will be able to progress to confirm and move on by clicking "Save and Next".

Work Phone # *

202-550-2976

Mobile Phone #

NAIS staff will use your mobile phone in case we need to contact you during the actual conference

To support the mission of PoCC, please provide your racial, ethnic background and gender information.

N.B. Later in this form you will be asked to select and provide demographic and contact information for your co-presenter(s). You will not be required to provide co-presenter gender identification.

Race / Ethnicity *

Select ▼

Gender Identity *

What is your gender?

Select ▼

Presented Previously?

Have you previously attended the NAIS People of Color Conference? *

☐ Yes

☐ No

6. On the next question form page titled "Co-Presenters" you will be asked to confirm if you have a co-presenter. Note: If you do have a co-presenter you will be asked to provide background and contact information but you will not be required to provide gender identification for said co-presenter. You will be able to add up to 4 additional co-presenters and once completed click "Save and Next" to progress.

2018 PoCC Abstracts Submission

[Terms and Conditions](#) → [Proposal Submission Process](#) → [Presenter Overview](#) → [Presenter Information](#) → **Co-Presenters** → [Proposal](#) → [PoCC Equity Seminars](#) → [Technical Requirements / Considerations](#)

Do you wish to add Co-presenters? *

- ☒ Add a co-presenter
☐ I have no co-presenters to add

First Name *

Last name *

Email *

7. You will now be taken to the “Proposal” question form where you will be able to select the type of proposal you are submitting, these can be “General Workshop or “PoCC Equity Seminar”. Each of these selections will change the information you will give on the next question form page as each of these formats are slightly different. We will review these different form pages in the next step.

The remainder of the Proposal page will collect your proposals title, conference track and your organizing and knowledge level that your content is directed towards.

Proposal Type *

General Workshop

Proposal Title *

Word count: 0 / 15

Titles are limited to 15 words. Approved workshop titles are subject to editing to conform to the NAIS editorial style

Conference Track *

All PoCC General Workshops and Poster Sessions need to designate a conference track. Please select the track below that best represents the subject matter of your session. (Only can select one)

- ☐ Organizational Development & Institutional Change
- ☐ Building Capacity: Skills, Competencies, and Processes for Equity, Inclusion, and Social Justice
- ☐ Equity & Justice Exemplars: Programs, Models, Best, Promising, Next Practices
- ☐ Racial and Ethnic Identities: Developmental Models, Frameworks, Approaches
- ☐ Self-Efficacy & Empowerment: Mind, Body, Spirit
- ☐ Leadership & Management for Equity and Inclusion
- ☐ Racial and Social Justice-Activism from the Classroom to the Community
- ☐ Data Use in Activism: Evidence-based Equity and Justice Programming, Research and Evaluation
- ☐ Anti-racist Teaching, Training, Activism & Allyship

Organizing / Knowledge Level *

To which knowledge/experience level is your content is directed?

- ☐ Introductory: new to topic / subject matter
- ☐ Intermediate: Assumes some familiarity with or exposure to core content
- ☐ Advanced: Supports learning needs and objectives of experienced equity practitioners, change agents
- ☐ Expert: Engages established leaders; encourages collegial problem-solving, feedback and exchange

8a. If you have selected "General Workshop" you will be asked to provide a description, if the subject of your session is race or ethnicity, if your background relates to the topic, an overview of the questions you feel your workshop will answer as well as the unique perspective that your presentation brings to the topic area and finally the engagement strategies you plan to leverage with those participating in your workshop. Once completed click "Save and Next".

Description *

PoCC workshop descriptions are limited to 175 words. Approved workshop descriptions are subject to editing to conform to the NAIS editorial style.

Word count: 0 / 175

Is the subject of your session race or ethnicity? *

☐ Yes

☐ No

Are you a member of the race or ethnicity group / experience being explored in your session?

☐ Yes

☐ No

Three Questions

What three questions will your workshop answer?

Question 1 *

8b. If you have selected "PoCC Equity Seminar" you will be asked to provide the criteria which will be used to evaluate your submission and be asked to provide the presenter's training and experience, an abstract description, associated keywords, rationale of the session, objectives and additional relevant information. Once completed click "Save and Next".

- **Relevance:** The proposed session should interface with the felt needs, challenges, and opportunities in today's schools, organizations, and society. The proposal should contemplate, reflect, or express the conference theme or mission.
- **Creativity and innovation:** The session should bring to bear a new lens or perspective on its topic, or introduce a new knowledge, skills, research, or practice.
- **Demonstrated expertise:** The session should present original research, applied knowledge of (others') recognized research, theory, models or evidence-based practices to deepen participant knowledge of the topic/content area.
- **Impact:** The session should lend itself to professional or personal application and change. It should be designed to encourage attendees to continue exploration of the session content and allow for in-session practice and interaction with the material as well as other participants
- **Scope:** The proposal should demonstrate comprehensive treatment of the subject matter and employ varied learning, engagement, and interactional strategies and practices to support knowledge transfer and retention.

Presenter's training and facilitation experience *

Word count: 0 / 75

Seminar / abstract description *

Word count: 0 / 150

9. Finally you will be taken to the Technical Requirements / Considerations for your chosen proposal, these will range from computer and AV needs, if you will have music or audio requirements and if there are any special requests for your presentation. Once finished you will be able to click "Save and Finalize" to complete your submission, if at anytime you need to exit your application you can click "Save" and return at a later time to make changes. If you click "Save and Finalize" you will no longer be able to edit your submission.

Computer / AV *

If your proposal is selected, you are responsible for providing your own laptop computer if needed. Wi-Fi is standard in all presentation rooms, but dedicated and wired internet connections are not available.

A projector will be provided, however you are responsible for bringing any adapters / dongles.

☒ I agree

Music or Audio *

Will your presentation include music or audio?

- ☒ Yes
☐ No

NAIS expects presenters to submit presentation materials, such as slide decks, worksheets, and other supporting information, in digital format so they can be posted to the NAIS PoCC website. If you require paper handouts for your session, you are responsible for the labor and cost of making copies. To save paper, NAIS encourages you to minimize your use of handouts whenever possible. Detailed information and instructions will be provided for approved sessions.

Special Needs *

Do you have any special requests for your presentation that we need to consider?

- ☒ Yes
☐ No

Specify Special Needs *

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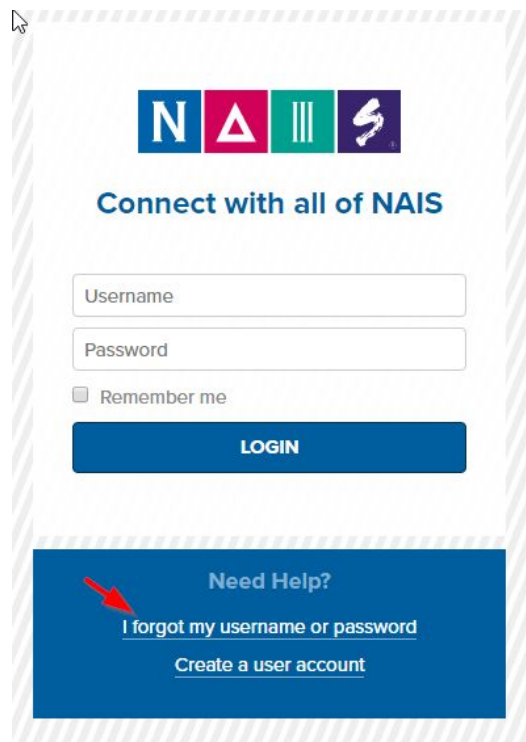
Save

Save and Finalize



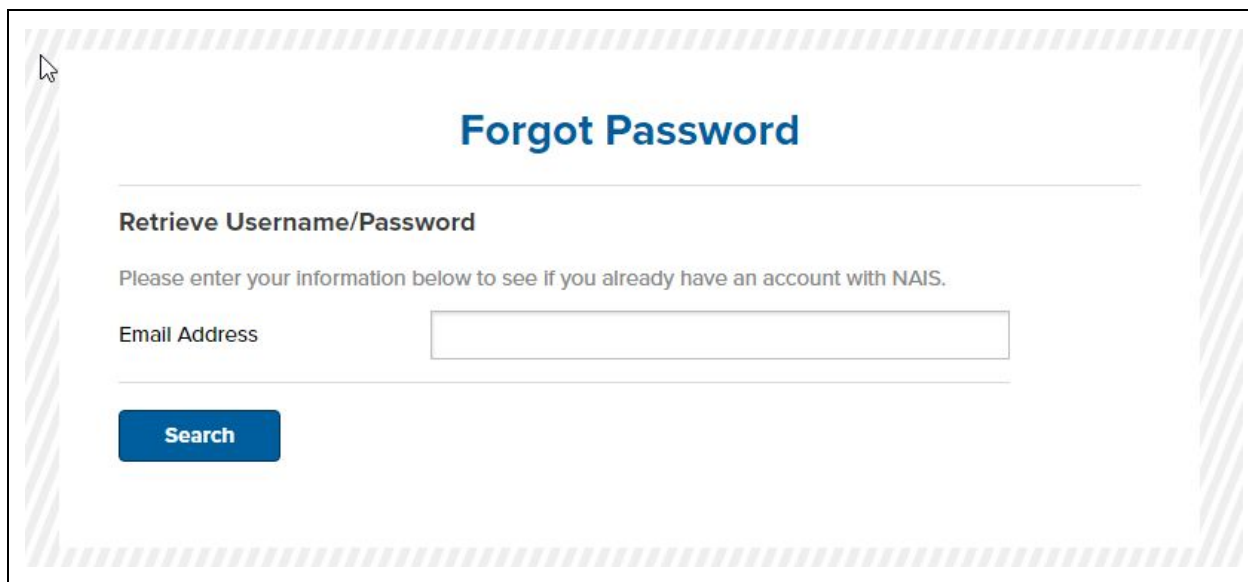
Lost Password: How To Recover Password

1. If you have forgotten your password you are able to retrieve it by clicking “Login” and will be taken to the NAIS login screen which will provide you with the relevant links to retrieve your information.



The image shows a login interface for NAIS. At the top is the NAIS logo, which consists of four colored squares: blue with 'N', red with a triangle, green with three vertical bars, and purple with a lightning bolt. Below the logo is the text 'Connect with all of NAIS'. There are two input fields: 'Username' and 'Password'. Below these is a checkbox labeled 'Remember me'. A blue button labeled 'LOGIN' is positioned below the checkbox. At the bottom, there is a blue box containing the text 'Need Help?' followed by two links: 'I forgot my username or password' and 'Create a user account'. A red arrow points to the 'I forgot my username or password' link.

2. You will be taken to the “Forgot Password” screen where you can enter your email address and retrieve your relevant information.



Forgot Password

Retrieve Username/Password

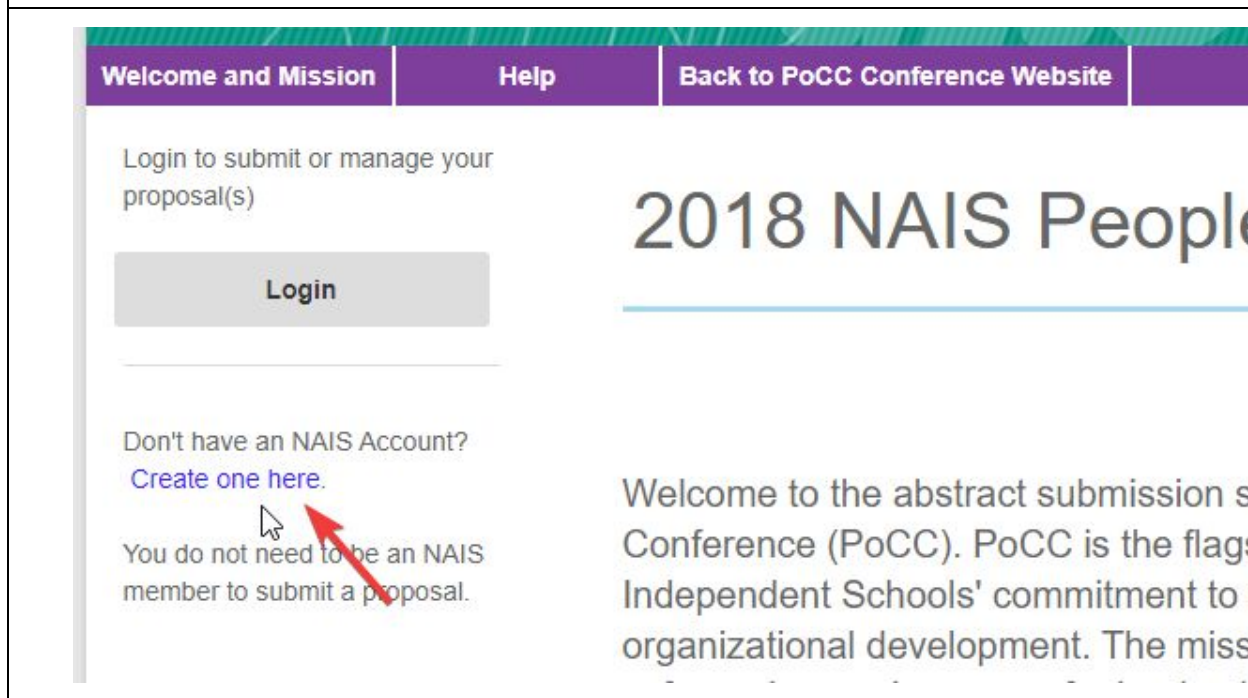
Please enter your information below to see if you already have an account with NAIS.

Email Address

Search

How To Create An Account

1. If you do not have an account you will be able to create one by clicking “Create one here” in the left hand login box.



Welcome and Mission | **Help** | **Back to PoCC Conference Website**

Login to submit or manage your proposal(s)

Login


Don't have an NAIS Account?
[Create one here.](#)

You do not need to be an NAIS member to submit a proposal.

2018 NAIS People

Welcome to the abstract submission s... Conference (PoCC). PoCC is the flags... Independent Schools' commitment to... organizational development. The miss...

2. You will be taken to a search page that will allow you to review if your email has an account already and if you do not you will be able to provide relevant information to create your account.



Already have an account?

Search for an existing account

Please enter your information below to see if you already have an account with NAIS.

Email Address

Search

Create User Account

There are no user accounts that match the email address you provided. If you made a mistake, [search again](#). Otherwise proceed.

Please enter your contact information below.

First name	<input type="text"/>
Last name	<input type="text"/>
Email address	<input type="text" value="email@email.com"/>
Organization name	<input type="text" value="Start typing an organization name"/>
Job Title	<input type="text"/>
Username	<input type="text"/>
Password (case sensitive)	<input type="password"/>
Re-enter password	<input type="password"/>
Country	<input type="text" value="▼"/>
Address line 1	<input type="text"/>
Address line 2	<input type="text"/>
City	<input type="text"/>
State or province	<input type="text"/>
Postal code	<input type="text"/>
Phone Number	<input type="text"/> <input type="text" value="Ext."/>

Create