

Student Veterans of America

National Conference 2020

“Learn Today. Lead Tomorrow.”

L.A. Live Marriott, Los Angeles, CA | January 3-5, 2020

SVA wants you to help select breakouts at NatCon 2020

In preparation for the 2020 Student Veterans of America (SVA) National Conference in Los Angeles, this year’s proposal committee is inviting volunteers to participate in the review and selection process for breakout sessions. The success of NatCon’s breakout sessions stems from the rigor of the review process, and the role of the reviewer is to provide feedback about the quality of proposals, including constructive feedback to the proposal’s author.

NatCon proposal reviewers provide important information and feedback on proposals which helps the committee in making its final decisions on the breakout sessions. Additionally, reviewers provide constructive feedback to the proposal’s authors, which can strengthen both the breakout session and the information provided to attendees.

Who should volunteer to review submissions for the January 2020 event? Student veterans, veteran alumni, veteran-service organizations (VSOs) members, students, higher-education staff, faculty, and administrators, policy makers, stakeholders, individuals from the public and private sector, and subject-matter experts.

To ensure a fair evaluation, each breakout session proposal is evaluated by at least two reviewers who read and evaluate the proposals after the Call for Proposals is closed. Proposals are evaluated based on specific criteria (see NatCon 2020 Proposal Submission Guidelines).

The review process is confidential in order to respect those who submit proposals. The proposal committee asks that you not share any part of the proposals, the presenters, or your review. Your opinion of the proposal or the submitters should not enter into your recommendation, and negative-only comments should be addressed solely to the proposal committee.

Each volunteer reviewer is responsible for reading 6 to 12 proposals, completing a score sheet, and submitting recommendations. The review process begins **June 10, 2019** and closes **June 21, 2019**. The proposal committee estimates volunteers will spend 6 to 12 hours reviewing proposals.

What we expect from a reviewer

- Knowledge and/or experience in at least one of the eight tracks.
- Ability to keep the review process confidential.
- Completion of the [Reviewer Form](#).
- Disclosing any potential conflict of interest.
- Availability between June 10 and June 21, 2019.

FAQs

What experience do I need?

There is no requirement for a minimum amount of time or field experience. Each year, the proposal committee receives diverse proposals, and we need reviewers who mirror the diversity of proposals.

I'm no "expert." May I still be a reviewer?

Yes. Reviewers from all backgrounds have knowledge and skills that are useful in providing comments and recommendations.

May I choose specific track(s) to review?

Yes. You will have the opportunity to select the tracks you feel most comfortable scoring.

What can reviewers do to help make the proposal committee's job easier?

Comments, comments, comments! The proposal committee takes reviewers comments seriously and are very helpful in the selection of proposals. The comments will also help the presenters strengthen their breakout session.

If I submit a proposal, may I also be a reviewer?

Yes. Just indicate that you have or plan to submit a proposal, along with any other potential conflicts of interest.

Do I need to be looking for anything specific in the proposals?

The scoring rubric provides a guide on how to score proposals. It is important to review and score each proposal independently of the other. Do not compare one proposal with another, rather consider each proposal individually.

What if I am assigned a proposal from someone I know?

Tell the proposal committee. We'll reassign you to a different proposal.

OK. What do I do to become a Proposal Reviewer?

Please complete the [Reviewer Form](#).