

WACUBO 2026 Call for Presentation Proposals

2026 Annual Conference Presentation Proposal Form

The WACUBO 2026 Annual Conference will be held at the beautiful Red Rocks Resort in Las Vegas, Nevada May 3-6, 2026. The 2026 Program Committee seeks presenters from WACUBO member institutions to share their experiences/stories as they address today's issues facing college and university business officers today.

Proposals should give consideration to our conference theme of "Winning Strategies" inspired by both the 2026 meeting location and WACUBO's commitment to first-rate professional development opportunities and meaningful networking experiences. Several subcategories have been identified by the committee for additional focus; priority will be given to proposals which align with these topics. These include:

Collaboration

- Building Cross-Functional Communities
- Diversity and Belonging

Innovation

- Leveraging Technology
- Disruptive Thinking
- Project Management Primer

Resilience and Adaptability

- Flexible Funding and Finances
- Change Management
- Wellness and Managing a Resilient Workforce

Concurrent session presentation submissions will be accepted through **August 15, 2025**. Presenters will be notified of their status in early November.

The proposal process for Business Partners interested in presenting at the 2026 Annual Conference will open in September 2025. You can submit your interest by selecting "Business Partner" in the next section.

You can save your progress by logging into Google. Additionally, you should be able to share this link (once you have signed in) with any co-presenters for them

to add their information, if needed.

[Learn more](#) regarding the proposal process and presenter expectations. Questions about proposal submissions may be addressed to the WACUBO office at office@wacubo.org.

* Indicates required question

1. Email *

Category Identification

To better understand your interest in the 2026 Annual Conference, please select your role.

2. I am submitting a proposal as a: *

Mark only one oval.

☐ Member at a WACUBO Member Academic Institution

Skip to question 9

☐ Business Partner *Skip to question 3*

☐ Keynote Presenter or Agent Rep *Skip to question 6*

Business Partner Submission

Dear Valued Business Partner,

Thank you for your interest in the WACUBO 2026 Annual Conference. The Business Partner proposal portal will open in September 2025. If you would like to be contacted when the process is live, please provide your contact information below. Inquiries may be directed to the Business Partner Showcase Committee via office@wacubo.org.

3. Organization *

4. Contact Name *

5. Contact Email *

Keynote

We appreciate your interest. Our Keynote Speakers for the 2026 Annual Conference have already been identified, as we start the process in January of the year prior to the conference. If you would like to submit your information for our consideration for future events, please provide your contact information below.

6. Speaker Name *

7. Speaker Contact Information *

8. Speaker Website/Promotional Information

WACUBO Member Academic Institution

9. Presentation Title (max character count 50) *

10. Have you presented this topic before? *

Mark only one oval.

☐ Yes

☐ No

11. What type of session are you submitting? *

Mark only one oval.

☐ Panel Discussion

☐ Presentation: Lecture, Case Study, Etc.

12. If you selected Panel Discussion, please indicate one of the following that best represents your panel:

Mark only one oval.

☐ Panelists from a single organization

☐ Panelists from multiple organizations in the same sector

☐ Panelists from multiple organizations, in different sectors

13. Please provide a brief description of the proposed presentation. This will be used for promotional purposes to best advertise your session. Think of a publishable, elevator-pitch for what you'll be sharing, 2-5 sentences at most (max. character count of 600). *

You will have an opportunity to provide a detailed description below.

14. Proposal Synopsis (500 words or less) outlining the problem, solution, lesson(s) learned, and a statement of how this information will benefit your colleagues. *

15. Please select the sub-theme under which your presentation falls (select up to two). Priority will be given to those proposals that align with one of these topics. If the sub-themes do not apply to your proposal, please click "Other" and provide a topic. *

Check all that apply.

- ☐ Collaboration
- ☐ Innovation
- ☐ Resiliency and Adaptability
- ☐ Other: _____

Continuing Professional Education (CPE) Requirements

WACUBO provides content that is eligible for CPE credit according to [NSBA guidelines](#). Proposed presentations must include the following information to be considered:

- Learning Objectives
- Field of Study
- Elements of Engagement

Additionally, CPE credits are awarded based on (1) credit per 50 minutes of instruction. WACUBO's Annual Conference concurrent sessions are designed to provide 1.5 credit, which amounts to 75 minutes of instruction. As such, it is essential that presenters provide 75 minutes of instruction time.

Learning Objective Requirements

Learning Objectives (3 Minimum): Presentation should provide actionable learning objectives that are clear, measurable, and achievable. Learning objectives articulate the knowledge, skills, and abilities that can be achieved by participants by completing the learning activities/program - basically describe the "take-aways" for the participant. The objectives should not be worded in what the instructor or program developed plans to tell the participant about the course topic.

The following are examples of learning objectives that clearly specify the learning outcome.

Use action words such as those bolded below.

After completing this course, participants will be able to:

- **Differentiate** between the three basic levels in an organization
- **List** the six types of strategic plans
- **Associate** each strategic plan with the appropriate organization level
- **Define** the four steps in the organization strategic planning process
- **Apply** the strategic planning process to create a product marketing plan

16. Learning Objective 1: *

17. Learning Objective 2: *

18. Learning Objective 3: *

19. Additional Learning Objective(s):

20. Sessions must include at least one element of engagement related to the course content. Please select the element(s) of engagement that will be applied during your presentation. *
Select all that may apply at the time of your presentation.

Check all that apply.

- ☐ A Group Discussion
- ☐ Polling Questions
- ☐ Instructor-posed Question with Period of Reflection
- ☐ Use of a Case Study
- ☐ Learning by Using Games or Simulations
- ☐ Q and A Section with Presenter having Three Prepared Canned Questions for the Audience

21. Sessions are categorized by program knowledge level needed to successfully complete the course. Please select the level of knowledge to which your course will be presented. *

Mark only one oval.

- ☐ Basic – Program knowledge level most beneficial to CPAs new to a skill or an attribute. These individuals are often at the staff or entry level in organizations, although such programs may also benefit a seasoned professional with limited exposure to the area. *Skip to question 23*
- ☐ Overview – Program knowledge level that provides a general review of a subject area from a broad perspective. These programs may be appropriate for professionals at all organizational levels. *Skip to question 23*
- ☐ Intermediate – Program knowledge level that builds on a basic program, most appropriate for CPAs with detailed knowledge in an area. Such persons are often at a mid-level within the organization, with operational or supervisory responsibilities, or both. *Skip to question 22*
- ☐ Advanced – Program knowledge level most useful for individuals with mastery of the particular topic. This level focuses on the development of in-depth knowledge, a variety of skills, or a broader range of applications. Advanced level programs are often appropriate for seasoned professionals within organizations; however, they may also be beneficial for other professionals with specialized knowledge in a subject area. *Skip to question 22*
- ☐ Update – Program knowledge level that provides a general review of new developments. This level is for participants with a background in the subject area who desire to keep current. *Skip to question 22*

22. Because you selected a Program Knowledge Level of either Intermediate, Advanced, or Update, please provide the necessary prerequisites for the session. *

Programs identified as intermediate, advanced or update must clearly identify prerequisite education, experience, and advanced preparation in precise language so that potential participants can readily ascertain whether they qualify for the program.

Examples and explanations provided below:

(Acceptable) "Participants must have 3 years of experience at the supervisory or above level in reviewing transactions processed through the accounting ledger."

This is an effective prerequisite because it is specific. The sponsor clearly identified 3 years of experience at a certain level (supervisory or above) in a certain area or function.

(Not Acceptable) "You must be a college graduate to take this CPA training program."

First, all licensed CPAs are college graduates. Additionally, the requirement is vague. Do you want the graduate to have a specific course concentration or major, such as business or accounting? If so, this should be clearly stated in the prerequisite.

23. **Field of Study**

*

NASBA requires the assignment of a Field of Study for credit. Please select the most appropriate Field of Study category under which your presentation falls. If you do not see a topic that applies to your presentation, please enter the category in "Other" from the [NASBA Fields of Study](#) document.

Mark only one oval.

- ☐ Accounting *Skip to question 24*
- ☐ Business Law *Skip to question 25*
- ☐ Business Management & Organizations *Skip to question 25*
- ☐ Economics *Skip to question 25*
- ☐ Finance *Skip to question 25*
- ☐ Information Technology *Skip to question 25*
- ☐ Management Services *Skip to question 25*
- ☐ Personal Development *Skip to question 25*
- ☐ Personnel/Human Resources *Skip to question 25*
- ☐ Specialized Knowledge *Skip to question 25*
- ☐ Taxes *Skip to question 24*

Accounting or Tax Proposal

If you selected a field of study for either Accounting or Taxes, a licensed CPA needs to provide a review of the proposal.

24. If you selected a field of study for either Accounting or Taxes, please provide the **CPA's first name, last name, and CPA license number** in the space below. If you have not had your session reviewed, the WACUBO Office will send the presentation to a licensed CPA for review in order to be approved for CPE credits.

Supplemental Information

Please provide any supplemental information relevant to the course you are proposing.

25.

Presenter(s) (Limit 4)

The Primary Presenter will be acting as the point of contact for this submission. Any initial communications for this proposal will be send to the Primary Presenter for dissemination to their co-presenters.

Guidelines:

- All Presenter(s) must be from member institutions. If you are unsure, please contact the WACUBO Office at office@WACUBO.org.
- Information for ALL presenters need to be included with this proposal form for the submission to be considered complete. If you have signed-in, you should be able to share this link with your presenters and they can fill-in their information.
- Please ensure any co-presenters provide commitment that they will be a part of the program. The co-presenter(s) must agree to all the terms and conditions for participation.
- To comply with NASBA CPE's process, presenter bios are to establish the presenter as a Subject Matter Expert (SME), rather than for promotional purposes. If a presentation is accepted, presenters will have an opportunity to add to their bio in the event app.
- Selected speakers are responsible for all expenses incurred in conjunction with the meeting, including registration, housing and travel.

26. Primary Presenter 1: First Name *

27. Primary Presenter 1: Last Name *

28. Primary Presenter 1: Email *

29. Primary Presenter 1: Title *

30. Primary Presenter 1: Member Institution *

31. Primary Presenter 1: Phone (Work or Cell) *

32. Primary Presenter 1: Biography to establish presenter as a SME (3-5 Sentences) *

33. I have additional presenters to include with this proposal. *

Mark only one oval.

☐ Yes

☐ No *Skip to section 13 (Permission Statement)*

Additional Presenters

If you have additional presenters, your additional presenters' information is required on this form for your proposal to be considered complete.

34. Presenter 2: First Name

35. Presenter 2: Last Name

36. Presenter 2: Title

37. Presenter 2: Member Institution

38. Presenter 2: Email

39. Presenter 2: Phone (Work or Cell)

40. Presenter 2: Biography to establish presenter as a SME (3-5 Sentences)

41. Presenter 3: First Name

42. Presenter 3: Last Name

43. Presenter 3: Title

44. Presenter 3: Member Institution

45. Presenter 3: Email

46. Presenter 3: Phone (Work or Cell)

47. Presenter 3: Biography to establish presenter as a SME (3-5 Sentences)

48. Presenter 4: First Name

49. Presenter 4: Last Name

50. Presenter 4: Title

51. Presenter 4: Member Institution

52. Presenter 4: Email

53. Presenter 4: Phone (Work or Cell)

54. Presenter 4: Biography to establish presenter as a SME (3-5 Sentences)

Permission Statement

By submitting this form, I agree to the following:

- WACUBO has permission to use submission materials for publication on the WACUBO website, app, promotional materials, newsletters, etc.
- WACUBO has permission to record the presentation.
- I understand that any missing information (i.e. additional presenter information) may impact the review of this proposal
- I attest that this presentation is designed to fulfill the 75-minute instruction period requirement.
- If selected, a speaker contract will be required, and a professional headshot will be requested from all presenters.

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