



## **2025 UT Engagement and Outreach Conference**

### **Request for Proposals**

UT's Office of Community Engagement and Outreach seeks proposals for its 8<sup>th</sup> Annual Engagement and Outreach Conference. This year's theme is *Next-Level Engagement: Connect, Collaborate, and Cultivate*. The conference will be held October 1 in the UT Student Union. Proposals will be accepted from March 7 through April 20. Presenters of approved submissions will be notified by May 2.

The Engagement and Outreach Conference serves as a platform for intentional conversations on how UT's community engagement positively impacts communities locally, regionally, and globally. It highlights the benefits of engaged work and offers strategies and solutions for sustainable partnerships. Proposals on any topic clearly connected to the advancement of community engagement and outreach are welcome.

### **PRESENTATION FORMATS**

Please indicate the preferred format in your proposal narrative, noting that conference planners have the autonomy to assign the proposal to the category that works best with the overall conference schedule. Proposals may be submitted in either of the following in-person formats:

#### **1. Interactive Workshop**

Workshops are designed with an intentional focus on skill and knowledge development. Presenters should plan to share information about a particular body of knowledge, evidence-based practice, engaged teaching or research techniques, assessment or research results, or methodologies. Active discussion between audience and presenter(s) should be encouraged throughout the session. Workshops will be scheduled for 60 minutes total, composed of 45 minutes of active discussion and 15 minutes of interactive questions and answers with the audience.

#### **2. Roundtable**

Roundtables are designed to be highly interactive sessions focused on a common theme or interest area. The presenter(s) should begin the session with a brief presentation of the results of a research study, or a rich description of a translational, educational, service-learning, clinical, or other program of engaged scholarship or evidence-based practice. The presenter(s) should then facilitate an engaging conversation with participants to answer questions, share ideas, and discuss best practices or innovative approaches.

Roundtables are scheduled for 60 minutes total, composed of 45 minutes of active discussion and 15 minutes of interactive questions and answers with the audience.

*Special consideration will be given to proposals that include a community member, community organization, or student as a co-presenter.*

## **ADDITIONAL INFORMATION**

All presenters of accepted proposals are required to register for the conference. Workshop presenters must outline the activities and/or techniques they will use to create an engaging presentation in their proposal submission.

### **Tracks**

- **Pre-Collegiate and Postsecondary Pathway Programs**
- **Community-Engaged Scholarship:** Community-engaged teaching and learning, community-engaged research/community-based participatory research, action research, broader impacts, community-engaged service.
- **Academic Outreach and Engagement:** Volunteerism and civic engagement, academic outreach, public engagement, alternative breaks.

### **General Submission Guidelines**

- Acceptable file formats include .docx or .pdf.
- Authors on the abstract should follow research integrity guidelines on authorship.  
(<https://research.utk.edu/research-integrity/publication-practices/>)

### **Abstract Format**

- Times New Roman 12-point font.
- 1-inch margins.
- Single-spaced with double space between paragraphs.
- Name of department in upper left-hand corner followed by a line space.
- Presentation title--every letter in every word should be capitalized followed by a line space.
- Abstracts should be in a structured format with a separate paragraph for each required section: Purpose, Research Question, Methodology, Findings, Conclusions/Implications.
- There should be a line space between each paragraph.
- Abstracts should be a maximum of 500 words.
- Proofread all submissions.