



VAACE 2025 ANNUAL CONFERENCE

JOIN THE 40TH CELEBRATION

OCT. 20-22 / CHARLOTTESVILLE

VAACE 40th Anniversary Conference Workshop Submission Guidelines

The 2025 conference will be held at the DoubleTree hotel in Charlottesville on Oct. 20-22, 2025. The theme of this year's conference is "Back to the Future." **All presenters will receive a \$50 discount on their registration fee.** Please read through this document and find the submission link at the end.

All workshops should aim to accomplish at least one of the conference goals:

- Foster collaboration and networking among peers and friends
- Provide attendees with innovative information provoking thought and action
- Recognize adult educators engaged in best practices

All workshops will fall under one of these Learning Strands:

- Innovative Practices in Instruction
- Partners and Progress: Relationships that Deliver
- Program and Field Leadership
- Teaching Without Limits from Cells to Shelves
- Lights, Camera, Teach! Captivating Virtual Presentations

TIMELINE	
DATE	DEADLINE
May 30, 2025	Workshop proposal submission deadline
June 15, 2025	Workshop confirmation notification
July 15, 2025	Workshops schedule released to adult education community
August, Date TBD	How to effectively craft an in-person workshop with clear communication, engaging activities and defined goals. Sponsored by VALRC
August, Date TBD	Compliance guidelines help. Sponsored by VALRC
Oct 20-22, 2025	Present!

SESSION TYPES

Each workshop should fall into one of these session types and strive to be as interactive as possible.

- *Panel Presentation*- offers a platform for experts to share insights and foster discussion
- *Round Table*- encourages interactive dialogue among participants allowing for a more intimate exchange of ideas
- *Knowledge in Action* - showcases practical applications of theories bridging the gap between academic knowledge and real-world implementation
- *Standards in Action* - focuses on the practical application of established standards providing attendees with a clear understanding of how these guidelines can be effectively utilized in their respective fields
- *Town Hall* – serves as an open forum for community engagement where participants can voice their opinions and contribute to collective decision-making processes
- *Demonstrations or Performances*- illustrates dynamic concepts allowing for experiential learning that can enhance retention and understanding
- *Practice and Research Briefs*- offers concise summaries of current findings and methodologies, equipping attendees with the latest information to inform their practices

WORKSHOP PRESENTATION ELEMENTS

Please make sure your workshop presentation includes these components:

- Session title
- Session description
- Large slide fonts that can be viewed from 20 feet away
- Presentation length cannot be longer than 60 minutes
- Question and answer period of 10 minutes minimum

TIPS FOR A SUCCESSFUL WORKSHOP

- Create a fun session title (no more than 60 characters) that captures people's attention
- Write a clear and concise description highlighting key takeaways
- Focus on actionable learning objectives that align with attendees' personal and professional growth

NEW THIS YEAR!

- Presentation assistance from incorporating interactive elements to encouraging collaboration. Join the training “How to effectively craft an in-person workshop with clear communication, engaging activities and workshop goals.” Join the VALRC-sponsored training to *level up your presentation skills or go beyond first-presentation jitters.*
- Get help to ensure all workshops follow federal compliance guidelines. Attend the VALRC-sponsored training to make sure all presentations are correctly formatted.

STEPS TO COMPLETE A WORKSHOP PROPOSAL

Review this document.

[Click here](#) and fill out the Workshop Proposal web form.

Email [Jessica Chenoweth](#) with any Learning Strand or workshop questions.