



EMORY
UNIVERSITY

Respect Program

Office of Health Promotion



How to Write a Respectacular Program Proposal!



Questions? Email respect@emory.edu



The mission of RespectCon:

To understand sexual violence from a social justice lens.

This guide will unpack that broad prompt and help you start writing your proposal for RespectCon in 3 easy steps:



Download the RC Proposal Template

- **You can find it here:**
[RC17 Proposal Template \(+ guidance\)](#)
- **You cannot save progress** on our online form, but the template is a Word doc and a handy place to draft your answers.



- **We have also included some writing tips** (the gray and teal boxes) from past presenters and various professional organizations (NASPA, ACHA, etc.), in case you get stuck on one part or another.

Before You Start

RC Proposal
Template

Social Justice

Core
Definitions

Not sure your
topic fits?

Useful Dates
& Information

How do we define “social justice”?

- Social justice is complex & can be approached from many angles. If helpful, here is *one* way (certainly not the only way) you could define social justice:

Social Justice

Social Justice* is *both* the goal and a process (Bell, Adams, and Griffin, 2007). It is the goal of equitable opportunity, treatment, and participation of all members of a community, irrespective of race/ethnicity, social class, sexual orientation, gender identity, and other discriminatory factors, as well as the process of reaching that goal.

Social justice can refer to the way in which we, as **individuals**, interact, but often refers to the ways that **systems** operate to either enable or hinder equitability among all social groups. For example, do educational systems create the same kinds of opportunities for non-English speaking students as they do for English-speaking students? Do medical leave policies create unjust burdens for women who have had a baby?

Striving for social justice means **striving to not only build and strengthen systems** that promote equity throughout all social groups, but also means **acknowledging that current systems largely fail in this endeavor**.

*Credit to Ruku Machiwalla '15C, LB Klein, MSW, Emily Faerber '15MPH, & Drew Rizzo, MS for the synthesis of social justice presented here.

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Check out our Core Definitions!

- **These terms are complex and can be difficult to define.** We aren't all-powerful deciders on the best or worst way to define terms we all use every day. But, we are reading your proposals, and deciding on them, so here's a glimpse of where we are at:

Sexual Violence

- Encompasses a broad spectrum of behaviors: harassment, domestic/dating violence, abuse, stalking, and/or sexual assault.

Primary Prevention

- Interventions and strategies that prevent SV before it occurs. This complements secondary/tertiary efforts and often includes community-wide education, policy work, and changing social norms/expectations.

Secondary and/or Tertiary Prevention

- Efforts or interventions aimed at the response to sexual violence, with the purpose of attenuated negative outcomes associated with or preventing further sexual violence (may refer to support programs for survivors, or programs aimed at rehabilitating perpetrators).

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Not sure your topic fits?

- What do we look for in a proposal?

Here are some of the questions we ask ourselves as we read through proposals:

- a) Does the proposal **adhere to the guidelines**?
- b) How does the topic address **current/emerging issues**?
- c) (or) How does the topic address **endemic/chronic issues**?
- d) In what way does **social justice** play a role?
- e) Who is the target **audience**?
- f) How **will attendees benefit** from the presentation?
- g) Is the information **translatable** to other colleges/universities?

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Useful Dates
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Useful Dates & Information

- **Presenters should be available to travel** to Emory University in Atlanta, GA on the day of the conference (April 1, 2017).
- **Travel/lodging is not covered** for presenters.
- Presentation Duration = **60 minutes**
- It is acceptable to submit a proposal for a program or activity that is currently in progress or will be completed in the near future **as long as you will have sufficient informational content to share** by the date of the conference.
- **Who attends RespectCon?** Students (undergraduate, graduate, and professional), Professional staff who work on campuses, Professional staff who work closely with campuses, and faculty.

Submission Deadline: **5:00 pm, January 30, 2017**

Presenters notified: **No later than February 8th**

Presenters must confirm/decline: **No later than February 17th**

Finish creating your session: **ALL OF FEBRUARY/MARCH**

Pre-Conference Summit (pro-staff only): **MARCH 31st**
5th Annual RespectCon 2017: **April 1st**

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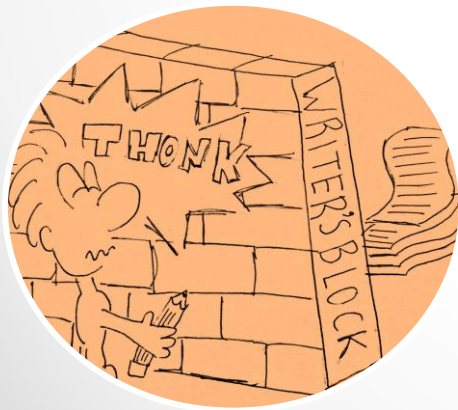
Useful Dates
& Information



Write Your Bio First

- A. Consider writing your biography *BEFORE* the rest of the proposal. **Sometimes we need to brag a little bit** to identify our unique perspectives and contributions.
- B. Once you know your own perspective, it's easier to identify what other attendees can learn from you.
- C. Your bio is when you tell the proposal readers how your past experiences will contribute to RespectCon.
- D. The [RC Proposal Template \(click here\)](#) has more on writing bios.

Conquer Writer's Block with these 3 Q's:



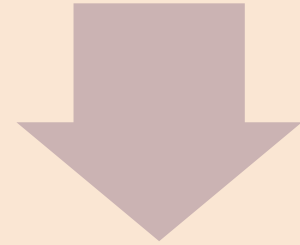
Who is my target audience?

How will this benefit my attendees?

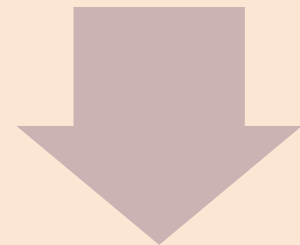
Is this information translatable to other colleges and universities?

While You Write

Write Your Bio First



Conquer Writer's Block



Wordiness Clarity

Clarity > Wordiness

- A. While we can't actually limit the words you type into the submission form**, there are suggested lengths. Well-written proposals will use direct and specific language. **Be deliberate about the language you use**; words that effectively convey meaning are always better than words that "sound" impressive but are vague.
- B. Readers will be going through many proposals**; unclear sentence structure or word choice might mean that your proposal is given a lesser review.

When you should be wordy:

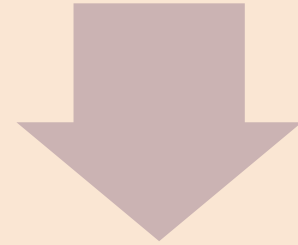
Define any **abbreviations, acronyms**, or key **terms** that you use

Describe any **student groups** that you mention.

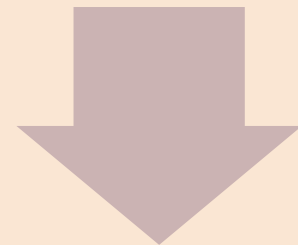
Contextualize **offices** that you mention, your flowchart is likely different from ours

While You Write

Write Your Bio First



Conquer Writer's Block



Wordiness
Clarity

Proofread!

- While we are more interested in your content than writing skills, a proposal devoid of spelling, punctuation, and grammatical errors **predicts a well-done presentation** and is more likely to be accepted.
- **Read to yourself!** Reading your proposal out loud can help to identify awkward phrasing or excessively long thoughts and sentences.

Ask Friends

If appropriate, ask a colleague, family member, or friend to read over your proposal and look for:

- Is the topic easy to identify?
- Are the goals of the presentation stated clearly?
- Do any terms or abbreviations need defining or further explanation?

Take A Break

- Step away from your proposal for 24 hours before submitting.
- Then take some time to read through it with a fresh set of eyes.

Use spellcheck one last time!

(just in case)

Before You Click “Submit”

Proofread!

Ask Friends

Take A Break

Spellcheck

You're done
and ready to submit!
Congratulations!

...

Here's the submission link:

<https://www.surveymonkey.com/r/7CYPVQN>

