



The Creative Community College Collaborators

Fourth Annual 4C Virtual Tutor Conference

**GPS: Growth, Planning, Success**

**October 24, 2025**

8:15am-1:55pm PT | 9:15am-2:55pm MT

10:15am-3:55pm CT | 11:15am-4:55pm ET



## Presentation Proposal Submission Planner

Proposals are to be submitted electronically. This form is a tool to help prepare for the electronic submission. Details on the electronic submission process are found in the information sent to program leadership. The electronic **proposal submission deadline is September 19, 2025.**

### ***For tutors, by tutors!***

We say tutors for brevity, but welcome submissions from SI Leaders, academic coaches, peer mentors, and other learning support practitioners as well. Tutor presentations must be vetted locally by program leadership before submission. Participating institutions must submit at least one proposal; more are welcome. Each proposal requires a separate form submission.

### **Institution/Program Information**

Institution and Organization Name (*Example: Anywhere College Universal Learning Center*)

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### **Institutional Contact Name, Title, and Pronouns (optional)**

(*This is the director, coordinator, manager, etc., who will serve as primary contact for all tutor proposals from the institution or program.*)

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### **Presenter Information**

*A presentation may have up to four co-presenters, and all presenters for a single presentation will be included in the same proposal submission. Please submit a separate form for each presentation.*

**Presenter 1** Name and Pronouns (optional) (*Example: Frank Wonder, he/him*)

**Presenter 1** Email address

**Presenter 1** CRLA Level

  
  
  

**Not yet certified**

**Certified (Level 1)**

**Advanced (Level 2)**

**Master (Level 3)**



**Presenter 2** Name and Pronouns (optional) (*Example: Z García, they/them*)

**Presenter 2** Email address

**Presenter 2** CRLA Level

- Not yet certified
- Certified (Level I)
- Advanced (Level 2)
- Master (Level 3)

**Presenter 3** Name and Pronouns (optional) (*Example: Bia Mwangi, she/her*)

**Presenter 3** Email address

**Presenter 3** CRLA Level

- Not yet certified
- Certified (Level I)
- Advanced (Level 2)
- Master (Level 3)

**Presenter 4** Name and Pronouns (optional) (*Example: Alex Seo, they/them/she/her*)

**Presenter 4** Email address

**Presenter 4** CRLA Level

- Not yet certified
- Certified (Level I)
- Advanced (Level 2)
- Master (Level 3)

### Presentation Information

Each 50-minute presentation **must include an interactive component**. The time slot includes 5-10 minutes for Q&A and wrap-up.

If accepted, this presentation may be scheduled at which of the following time slots? Mark all that apply.

- 8:40 - 9:30 am PT | 9:40 - 10:30 am MT | 10:40 - 11:30 am CT | 11:40 am - 12:30 pm ET
- 9:40 - 10:30 am PT | 10:40 - 11:30 am MT | 11:40 am - 12:30 pm CT | 12:40 - 1:30 pm ET
- 11:40 am - 12:30 pm PT | 12:40 - 1:30 pm MT | 1:40 - 2:30 pm CT | 2:40 - 3:30 pm ET
- 12:40 - 1:30 pm PT | 1:40 - 2:30 pm MT | 2:40 - 3:30 pm CT | 3:40 - 4:30 pm ET



Presentation Title

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Planned format: [ ] Presentation [ ] Group Discussion [ ] Panel [ ] Other

Proposal Description: This should fully describe the content and format of the session as well as the interactive component for the reviewers. Include a description of how the topic connects to the conference theme. Please limit to 250 words.

CRLA Training Objectives Addressed in Presentation (Check all that apply.)

- Learning Theories in Academic Support Services
- Conducting a Successful Session
- Role of the Tutor
- Time Management for Tutors and Tutees
- Tutoring Do's and Don'ts
- Active Listening and Responding
- Use of Graphic Organizers
- Communication Styles
- Professional Ethics
- Modeling Problem-Solving
- Question-Asking Strategies
- Advanced Study Skills
- Goal-Setting and Planning
- None
- Other (specify) \_\_\_\_\_



What do you expect your audience to learn from participating in your session?  
(Session objectives) Please limit to 75 words.

Which interactive tool(s) will you incorporate in your session? Check all that apply.

- |                          |                              |                          |                                 |
|--------------------------|------------------------------|--------------------------|---------------------------------|
| <input type="checkbox"/> | <b>Bingo Maker</b>           | <input type="checkbox"/> | <b>Breakout room activities</b> |
| <input type="checkbox"/> | <b>Jamboard</b>              | <input type="checkbox"/> | <b>Kahoot!</b>                  |
| <input type="checkbox"/> | <b>Padlet</b>                | <input type="checkbox"/> | <b>Poll Everywhere</b>          |
| <input type="checkbox"/> | <b>Scribbl.io</b>            | <input type="checkbox"/> | <b>Quizlet</b>                  |
| <input type="checkbox"/> | <b>Other (specify) _____</b> |                          |                                 |

Please provide a 50-60 word abstract of your session for the conference program. This is what will interest other tutors in attending. Be succinct and lively, and just hit your main points.

I acknowledge that if this proposal is accepted, I or a co-presenter must attend a one-hour tech run-through session **on October 17, 2025** or I/we will forfeit the opportunity to present.

Yes

Which tech run-through session time(s) are you or a co-presenter available to attend on **October 17, 2025**? Check all that apply. You will only need to attend one; You will receive a calendar invite.

- 8am PT | 9am MT | 10am CT | 11am ET
- 9am PT | 10am MT | 11am CT | 12pm ET
- 10:30am PT | 11:30am MT | 12:30pm CT | 1:30pm ET
- 11:30am PT | 12:30pm MT | 1:30pm CT | 2:30pm ET
- none of these times work for me or a co-presenter

*Thank you! We look forward to learning with and from you!*

Questions? Email [creative.cc.collaborators@gmail.com](mailto:creative.cc.collaborators@gmail.com) | Visit us at [4Ccollab.org](http://4Ccollab.org)