

PROPOSAL SUBMISSION INFORMATION

GENERAL TIPS

- ◆ Write your proposal to reflect your intended audience.
- ◆ Proofread your submission.
- ◆ Avoid sloppy formatting.
- ◆ Adhere to standard grammatical conventions.
- ◆ Write in third person format, avoiding the use of “I”, “you” and “we.”
- ◆ Do not include presenter name(s) or institution(s) in the body of the proposal.
- ◆ Note that we will post accepted proposals in the Online Program Schedule and in the Conference Mobile App as submitted; however, ASCD reserves the right to edit titles and descriptions for length and clarity when necessary.
- ◆ Session proposals that are deemed to be primarily advertisements of commercial products and services will not be considered.

SESSION DESIGN

- ◆ Because of capacity limitations, all presenters should assume their session room will be set in **theater-style** (rows of chairs, with no tables).
- ◆ Audience engagement should be integrated into all session types.
- ◆ All session rooms are provided with standard A/V equipment consisting of the following:
 - ⇒ Projector
 - ⇒ Screen
 - ⇒ Head table
 - ⇒ One microphone
- ◆ Any additional tools needed for the presentation will be at the expense of the presenter. ASCD is unable to provide lecterns, additional tables, Post-it notes, index cards, or paper handouts.

DIVERSITY & INCLUSION

ASCD strives to create a diverse and inclusive culture throughout the conference experience. ASCD requires the following of all conference presenters:

- ◆ Use inclusive and respectful language in session descriptions and presentations.
- ◆ Ensure diversity and representative points of view among co-presenters and throughout session content.
- ◆ Use accessible presentation tools and visuals that adhere to the Americans with Disabilities Act.

Resources:

- 10 Steps for Designing and Facilitating Inclusive Convention Programs (<http://www.myacpa.org/sites/default/files/10-Steps-for-Designing-and-Facilitating-Inclusive-Convention-Programs.pdf>)
- Create Accessible Digital Products. (www.section508.gov/create)
- Make Your PowerPoint Presentations Accessible to People with Disabilities (support.office.com/en-us/article/make-your-powerpoint-presentations-accessible-to-people-with-disabilities-6f7772b2-2f33-4bd2-8ca7-dae3b2b3ef25)

FEES & EXPENSES

- ◆ Presenters are responsible for their own registration and are eligible to receive a discounted registration rate.
- ◆ Discounted registration is only available to the first three presenters in a session. Additional presenters must register for Empower21 at the full conference rate.
- ◆ Presenters at Empower21 are responsible for all conference-related expenses, including travel, hotel accommodations, and meals.
- ◆ Presenters receive no compensation for presenting at Empower21.

SUBMISSION FORM

You will need to provide the following information when completing the submission form online.

Primary Presenter

(Include this information for each co-presenter.)

- ◆ First name:
- ◆ Last name:
- ◆ E-mail address:
- ◆ Full mailing address:
- ◆ Affiliation/Company/Organization:
- ◆ Professional Title:
- ◆ ASCD customer number (if applicable):
- ◆ Are you an ASCD Book Author? Yes/No
- ◆ Are you an ASCD Emerging Leader? Yes/No
- ◆ Are you an ASCD Faculty Member? Yes/No

Session Title *(150 characters maximum)*

Please follow standard title conventions and capitalize each word (other than 2- and 3-letter pronouns and articles)

Description *(200 words maximum)*

Compose your description as if it is the introductory paragraph of a longer piece of writing. The most successful session descriptions incorporate a hook, topic sentence and supporting statements.

Learning Outcomes

Please clearly define the learning outcomes that participants will be prepared to apply following your session. We recommend you start with a measurable verb, completing this sentence:

After this session, participants will be able to...

Session Types

Concurrent

60 min., 90 min; 1 – 3 presenters

These lecture-style and interactive sessions are scheduled concurrently throughout the conference and are based on the established topic categories.

Film Screening & Q&A

Varying length; 1-3 presenters

Screening of a segment or full-length documentary film that is followed by Q&A discussion with directors, producers, and cast members exploring narratives and themes aligned to the film.

Turbo Talk

15 min; 1 presenter

Brief presentation that will be combined with other Turbo Talk presentations into a total 90-minute session consisting of five 15-minute rounds and 15 minutes for questions.

Intended Audience

- ◆ Central Office Staff
- ◆ School-Based Administrators
- ◆ School Counselors
- ◆ Superintendents
- ◆ Teacher Leaders
- ◆ Teachers
- ◆ Higher Education
- ◆ All Roles

Attendee Experience Level

- ◆ Introductory
- ◆ Intermediate
- ◆ Advanced
- ◆ All Levels

Topics

Please choose the most applicable topics from the list below. **(Maximum of FOUR)**. If none of the topics suit your submission, please choose the nearest applicable topic.

| | |
|---|-------------------------------------|
| Academic & Behavioral Interventions | Literacy |
| Arts | Mathematics |
| Assessment & Grading | Personal & Professional Development |
| Classroom Culture & Management | Poverty |
| Cognitive Development & Brain Science | Principal Effectiveness |
| Collaboration & Communication | Remote Learning |
| College & Career Readiness | School and District Management |
| Cultural Competency | School Culture & Climate |
| Curriculum Design & Lesson Planning | School Improvement & Reform |
| Educational Tools & Technology | SEL & Character Education |
| Educator Engagement & Motivation | STEM & STEAM Education |
| ELL / Emergent Multilingual Students | Struggling Students |
| Equity | Student Engagement & Motivation |
| Family & Community Engagement | Teacher Effectiveness & Evaluation |
| Global Education & Perspectives | Teacher Leadership |
| Inclusion, Exceptional Learners & Special Education | Trauma / Stress / ACEs |
| Instructional Leadership & Coaching | Whole Child |
| Instructional Strategies | |

Whole Child Tenet

Which of the [Whole Child](#) tenets are directly applicable to this session?

- ◆ **Healthy**
Each student enters school [healthy](#) and learns about and practices a healthy lifestyle.
- ◆ **Safe**
Each student learns in an environment that is physically and emotionally [safe](#) for students and adults.
- ◆ **Engaged**
Each student is actively [engaged](#) in learning and is connected to the school and broader community.
- ◆ **Supported**
Each student has access to personalized learning and is [supported](#) by qualified, caring adults.
- ◆ **Challenged**
Each student is [challenged](#) academically and prepared for success in college or further study and for employment and participation in a global environment.