



## NEFDC Guidelines for Submitting Conference Proposals

When writing a proposal for a session at the NEFDC conference, please keep the following criteria in mind. These criteria will be used by the Conference Committee to select sessions for the conference, and you will receive feedback on your proposal based on these criteria. All submissions are blind-reviewed.

1. **Models Effective Teaching:** As much as possible, we prefer sessions that model effective teaching. If you are advising people to use technology, use that technology to show us. If you are advising the use of active learning, be sure to tell us how you will use it in your session.
2. **Achieves Stated Outcomes:** In line with our interest in modeling effective teaching, we also want to model achievable learning outcomes. Please be realistic about what your participants and you will achieve in your session.
3. **Demonstrates Scholarly Teaching:** Where possible, include references to scholarship that you believe supports the topic of the proposed session. Sometimes all you will have (and need) is your own experience, but if you can provide bolstering references, please do.
4. **Enlarges upon Conference Theme:** When developing a session, keep the conference theme in mind and work to connect the session to it in some way. Sessions that significantly enlarge upon or illustrate the conference theme will be more appealing to the Conference Committee.
5. **Provides Value:** Always keep in mind the value of your session to the participants. What will they take away from the session? What will they be able to use in their own practice?
6. **Adheres to Word Count:** In order to judge proposals fairly, we ask that you stay under the requested word count. Proposals that go over the requested number of words may be returned to the submitter for revision.

Proposals are submitted to the conference proposal chair, generally about three months before the date of the conference. Incomplete proposals will not be reviewed. If you have any questions, please email the conference or the proposal chair, or the NEFDC President.

## What You'll Need to Enter

The NEFDC requests that all submissions be typed using MS Word, single spaced, using Times New Roman, with a 12 point font. Follow instructions on the NEFDC website for submission to the proposal chair.

Complete proposals must contain all of the follow sections:

**Contact Information:** For each author, please list the authors' full names, institutional affiliation and email addresses as you wish them to appear in the conference program, should your proposal be accepted. There is no limit to the number of authors.

**Type of Session:** Please indicate the type of session you are proposing. You can only choose one type of session. The review panel will contact you if they feel that an alternative session type would be a better fit for the conference. Graduate students are encouraged to present posters.

- **Interactive** – 55 minutes. Presenters provide context, strategy, and outcomes. Participants are engaged in an activity or discussion. These sessions are NOT lectures or readings. Presenters often provide handouts containing resources and contact information.
- **“Teaching Tip”** – 25 minutes. These sessions feature a teaching strategy or tool. Participants are engaged in an activity or discussion. These sessions are NOT lectures or readings. Presenters often provide handouts containing resources and contact information.
- **Interactive Poster** – presented during reception. Posters are displayed during an end-of-the-day reception. Presenters interact with conference attendees.

**Proposal Title:** Please limit to 60 characters or 10 words, whichever is shorter.

**Outcomes:** Please describe the take-aways or learning outcomes of your session. What will participants be able to do in their classes or at their institutions as a result of your session? Please limit your response to 600 characters.

**Abstract:** Please describe your session, its relevance to the conference theme, and its value to the participants. The abstract should be conference program ready, should your proposal be accepted. Please limit your abstract to 600 characters.

**Session Plan:** Please describe your plan for running the session. What activities and/or technologies will you be modeling? How much time are you allotting to the various elements of the session? NEFDC participants prefer interactive sessions that include discussion, hands-on activities and opportunities to ask questions. Please limit your descriptions to 2000 characters.

**Bibliography:** What is the scholarship on which your session is based? Please list the most relevant literature that supports or informs your instructional method. Please limit to 1000 characters.

**Audiovisual Requests:** All presenters are expected to bring their own laptop, pointer and dongle (Mac users). If you need a flip chart, external speakers, or other technology, you must request it in this section.