

# WA-ACTE Summer Conference 2017 Call for Presentations Information Details

## WA-ACTE Summer Conference Sunday, August 6 – Wednesday, August 9 The Davenport Grand Hotel, Spokane WA

The 2017 Conference theme is "**WE ARE CTE...Fostering Success**" We are seeking high-quality proposals that address a full range of issues facing CTE educators, CTE students, and the career pathways that support the development of skills and proficiencies incorporating STEM and the ARTS. Proposals should include "how to" strategies and/or evidence-based research.

### PLEASE READ ALL OF THIS INFORMATION BEFORE SUBMITTING A PROPOSAL

#### Call for Presentation Requirements

Submit your presentation using the SurveyMonkey form. ( <https://www.surveymonkey.com/r/SC17CFP> )

#### Deadline to Submit a Proposal

All proposals to be submitted by 5:00 p.m. PST, on March 28, 2017.

#### Information Needed to Submit a Proposal

The information gathered during this process will be used to promote the programming at Summer Conference and to prepare the printed program, website, and mobile app. Please be sure that the information you provide is complete, accurate, and grammatically correct.

- If you are submitting a proposal on someone's behalf, please do not submit your contact information. The information entered will appear on our website and in our program book. Please submit the information for the actual speaker(s). Please make sure you do not use all caps when entering in speaker information.
- Each person may submit a maximum of two proposals. Be aware both may be selected. If you would like an exception contact WA-ACTE staff. If a presentation uses ANY kind of vendor materials, that information and the name of the vendor must be revealed in the program presentation information.
  - **Presentation Title** (10-word maximum; may be edited for publication)
  - **Presentation Description** (Please be specific about what attendees will learn. 50-words maximum; may be edited for publication). Please write in complete sentences, proof, and spellcheck your description.
  - **Presenter(s) full contact information to include the following:**
    - First and Last Name
    - Organization/Company/Institution Name – No acronyms
    - Phone Number
    - Email Address
  - **Presenter Background** (as it pertains to this presentation... 150-words maximum)
  - **Detailed Session Information** - What are the learning objectives for the session, what are the outcomes, what are the strategies that will be employed in the workshop, etc. (for use on website and review purposes only)

## ○ **Presentation Formats**

- Hands-on (i.e., lab, project-based activities)
- Lecture and Panels (PowerPoint)
- Round Table Discussion (Best Practices)
- Classroom Lesson Plan or Application (Required)
- 1-HR Time Block
- 3-HR Time Blocks (A Sunday option only)

## ○ **Presenter Responsibilities**

- ALL accepted presenters MUST Register for Summer Conference.
- Part of effective professional development is providing meaningful presentation materials and online resources that allow the participants to further their learning. It is expected that presenters will post all session presentation materials, handouts, and/or follow-up materials for our event prior to the start of conference on the “WA-ACTE Community.” Presenters are expected to develop effective interactive activities to ensure the workshop attendee the best professional development opportunity.
- All presenters must supply their own laptop or tablets for their session to present. If using an Apple device or tablet, presenters need to provide the appropriate projector connection (dongle).
- Accepted speakers and co-speakers are responsible for ALL Summer Conference 2017 related expenses, including speaker registration, travel, lodging, and meals.
- By submitting a proposal you agree to present at any time during the conference with the possibility of repeating your session. Program sessions will be scheduled on Sunday, August 6; Monday, August 7; Tuesday, August 8; and Wednesday, August 9. Sessions will be in time blocks of 1-HR or 3-HR in length.

## **Exhibitor Presentations**

Proposals promoting products, materials, or services may be considered for program sessions on Sunday, August 6 only.

## **How will I know if my presentation has been accepted?**

Submitters will be notified about the status of their proposal via email in May 2017.

You will receive a “**Thank You for Submitting Page**” when your **SurveyMonkey “Call for Presentation”** is submitted correctly. If you have questions after you submit your presentation, please email us to confirm that your proposal was submitted successfully.

*Thank you for submitting your Call for Presentation! We look forward to having you as part of our conference.*

If you have questions, please contact Franciene Chrisman at [fdc@wa-acte.org](mailto:fdc@wa-acte.org)