



Sample Formal Session Proposal Submission Form

A red arrow (▶) indicates a value is required before submitting this form.

NOTE! You may initiate a partial submission and return to complete it at a later time; however, the information on this particular page will not be saved until you have advanced to the next section. You will be required to enter the e-mail address and password you provided with your contact information in order to reaccess your submission.

▶Category/Subcategory

Consider what experience or information you want to present or discuss with attendees and the best format for the interchange or presentation. Choose the category/subcategory that best applies.

- **Formal Session**—takes place in a meeting room with a formal presentation station and a seated audience. Length is one hour unless otherwise noted.
 - **Lecture**—one or more presenters, each of whom address the audience independently. Content should be of high interest and widely applicable to the broader NECC audience. Content should educate, inspire, challenge, and/or provide specific implementation ideas. The focus should be on evaluation and synthesis rather than the history/details of a specific project or initiative.
 - **Panel**—main presenter serves as moderator for his/her co-presenter panelists. Content should lend itself to a variety of perspectives with the moderator focused on creating a cohesive presentation.
 - **Model Lesson** (in a Model Classroom)—requires two presenters. First teaches an actual lesson to 20 attendees playing role of students. Second acts as emcee, simultaneously explaining the lesson and the classroom management/instructional strategies being implemented to the remainder of attendees observing. Content should demonstrate taking advantage of technology and the latest learning theories such as project-based learning and differentiated instruction.
 - **BYOL** (Bring Your Own Laptop)—hands-on exploration of software or resources via participants' own laptops. Plan for an interactive, hands-on

environment similar to workshops and a reasonable amount of content to cover in the one-hour time frame. (Note: Not suitable for sessions requiring specialized software that isn't widely available or can't be downloaded from the Internet.)

- **Open Source Lab**—teach, show, or demonstrate open source software in an environment of thin client, Linux-based machines for individual exploration and practice.
- **IVC Showcase**—30-minute presentations by interactive videoconferencing (IVC) leaders and innovators showcasing their programming content and classroom initiatives via videoconferencing from their home locations.
- **Informal Session**—takes place in an open, public environment. Presenter(s) interact informally with attendees who visit their station. Length is two hours unless otherwise noted.
 - **Poster**—content should focus on the implementation of a lesson, curriculum, technology, model, or project, or demonstrate a good electronic resource/tool or practice in teacher education or for securing or maintaining the technology infrastructure.
 - **Global Gallery**—content should focus on the curriculum/projects of specific non-US countries or global curriculum/collaborations.
 - **Student Showcase**—content should focus on student work with K-12 students presenting their projects.
- **Research Paper Session**—features original research on the general theme of using technologies to enhance education. Proposals are double-blind peer reviewed. Presenters retain copyright privileges.
 - **Discussion**—six papers presented concurrently in an informal table discussion format in the same room during each one-hour time slot. No presentation equipment or electricity will be provided. Presenters may elect to bring their own laptops to present key findings in their research, if needed. Each roundtable will accommodate up to nine people.
 - **Presentation**—two papers presented consecutively in a formal lecture format in the same room during each one-hour time slot. Each presenter will have 30 minutes to present his/her paper, including questions and comments.
- **Workshop**—3-, 6-, and 12-hour presentations featuring a more focused, in-depth exploration of content. Enrollment is limited and preregistration and additional fees are required.
 - **Hands-on**—participants are actively engaged with computers or other equipment (e.g., iPods, digital cameras, GPS units) as the primary focus of the workshop.
 - **Seminar/Demo**—primarily delivered in a demonstration, panel discussion, or lecture format with some activity-based content.

General Information

▶Session Title

Please use Title Case and NOT all capitals. 10-word limit.

HINT: A title should clearly depict what is being presented in the session. For example, a title such as "Bytes, Camera, Action!", although creative, does not adequately describe what the session is about. However, "Bytes, Camera, Action: Incorporating Digital Video in the Classroom" does.

▶Session Description

Please provide an accurate, enticing description for use in printed programs and the NECC Web site. 25-word limit.

HINT: Workshop descriptions in particular should be designed to "sell" the workshop. Effective descriptions should contain action words and focus on benefits to participants rather than a narrative of workshop content.

▶Theme and Strand

Select the one strand that best matches the content of your proposal. Each strand falls under one of six themes. Your theme will be automatically determined by the strand you select.

Keywords

Please list up to five (5) keywords separated by commas or spaces that may be used to search for your proposal online.

HINT: Keywords should identify key topic or specific technology features of your presentation that attendees are most likely to search for (e.g., math, assessment, handhelds, company name).

Primary URL for your Presentation

Please list the one URL you would like to have listed with all Web displays of your session, if applicable.

Exhibitor Status

Do you or any of your copresenters represent or is your presentation being sponsored by a company or organization that will be exhibiting at NECC 2009? If yes, name the exhibiting company or organization. Leave blank if none.

Commercial Content

NECC recognizes that some session proposals that feature commercial content or reference commercial products may provide valuable resources and professional development opportunities for attendees, but they should be appropriately labeled. Check the box below if any of the following statements is true:

- 50% or more of the session content or examples are about product(s) available from a particular company or organization.
- The topic is how to use a particular company or organization's product(s) in the curriculum.
- Participants must purchase a particular company or organization's product in order to apply most of the tools or skills learned in the session.

Yes, my session contains commercial content and/or references commercial products.

▶ Audience Type

Choose any/all selections that apply.

- Chief Technology Officers
- Curriculum Specialists
- Library Media Specialists
- Principals
- Staff Developers
- Superintendents
- School Board Members
- Teachers
- Teacher Educators
- Technology Coordinators
- Technology Facilitators
- Technology Integration Specialists

▶ Audience Level

Choose the one selection that best applies.

- PK-2
- 3-5
- PK-5
- 6-8
- 6-12
- 9-12
- PK-12
- Community College/University
- All

▶ Audience Skill

Choose the one selection that best applies.

- **Beginner**—for attendees with limited or no experience in the technologies being explored; no prerequisite skills required.
- **Intermediate**—for attendees with basic core competency in the technologies being explored; some prerequisite skills required.
- **Advanced**—for attendees with considerable experience in the technologies being explored who are looking to expand their knowledge and/or further hone their skills; significant prerequisite skills required.

- **All**—technology skill level is not a factor.

Prerequisites

List any prerequisite skills or knowledge that participants should have, if applicable.

For BYOL Sessions or Workshops, be sure to include any prerequisite software (and download URLs, if applicable) that participants will need to have on their computers.

ISTE NETS:

Will your presentation address any of the following ISTE National Educational Technology Standards (NETS) for Students, Teachers, or Administrators? Choose any/all selections that apply.

NETS•S (Students) [What are the NETS•S?](#)

- 1
- 2
- 3
- 4
- 5
- 6

NETS•T (Teachers) [What are the NETS•T?](#)

- I
- II
- III
- IV
- V
- VI

NETS•A (Administrators) [What are the NETS•A?](#)

- I
- II
- III
- IV
- V
- VI

Proposal Summary

Your answers to the following questions will be combined to create your proposal summary. For accepted proposals, this summary information will be made accessible on the NECC Web site. Please make sure that all content is suitable for public reference (spelling and grammar as well as content).

Keep in mind that the proposal reviewers may not know you or your reputation. Be sure to provide sufficient detail in all aspects of your proposal summary for reviewers to

evaluate your submission and rate the relevance and usefulness of the information to attendees. Specifically reviewers will evaluate your proposal for its:

- relevancy of topic to the educational technology field
- educational significance and contribution to the respective theme and strand
- degree to which higher/second-order applications of technology are addressed
- ease of replication
- value to participants
- presenter knowledge and experience

HINT: to expedite the online submission process, we recommend that you first draft your proposal summary responses in another application, and then copy and paste them here.

►Purpose & Objectives (Lecture, Panel, BYOL, Model Lesson, Open Source Lab)

Please elaborate on your earlier short description with a detailed overview of the purpose and objectives of your presentation. Describe your objectives as participant outcomes (i.e., what will participants know and be able to do as a result of their participation, or what specific skills will be introduced and practiced). Also include, if appropriate:

- educational or infrastructure challenge/situation
- technology intervention (include specific names/titles and descriptions of less commonly available tools)
- lesson plans or instructional activities/strategies employed
- electronic resources or tools used
- evidence of success

►Outline (Lecture, Panel)

For Formal Sessions and Workshops, provide a brief outline of your presentation, including:

- Content—what content will be presented?
- Time—how much time will be spent on each content component?
- Process—how will participants be engaged with the content, if applicable?

For Informal Sessions, clarify exactly what you intend to share/demonstrate through electronic and/or print media.

►Outline (Model Lesson)

A general outline for model lessons should include a 10-minute introduction to set the stage for your lesson; a 20-30 minute actual teaching of the lesson with your co-presenter simultaneously addressing the larger audience and providing descriptions and explanations of what's going on in the classroom; and a 10-minute closing to go over why you did what you did, how it was different, engaging, differentiated, and to answer questions.

Using the information above, briefly outline and describe what you will cover in each of the three parts of the model lesson. For the 20-30 minute lesson, be sure to include the sequence of activities the student participants will be doing and describe the classroom

management and instructional strategies your co-presenter will be discussing with the audience observers.

►Outline (BYOL)

Briefly outline and describe the sequence of activities participants will be doing on their computers and the time for each. (Please plan for about 50 minutes of activities and allow 10 minutes or so for questions during the BYOL).

Be sure to describe exactly how any prerequisite software you listed earlier or Web-based tools/resources being demonstrated will be used, and reiterate how participants will access it (i.e., download during session vs. come with it preloaded). And, be sure to indicate if there are any major differences/limitations/exclusions between Mac and PC platforms.

Also, describe your plans for keeping those who follow along easily gainfully occupied while you help those who don't understand quite as quickly.

►Outline (Open Source Lab)

Briefly outline and describe the sequence of activities participants will be doing on their computers and the time for each. Be sure to list what software or Web-based tools you will be using and provide the url for downloading software or accessing tool.

Also, describe your plans for keeping those who follow along easily gainfully occupied while you help those who don't understand quite as quickly.

►Supporting Research (Lecture, Panel, BYOL, Model Lesson, Open Source Lab)

List any articles, books, Web sites, recognized experts, or other documentation that supports the importance of the session topic and/or the practices/information being presented.

►Innovativeness/Uniqueness (IVC Showcase)

Describe how your programming or initiative is original and inventive. You may wish to address any or all of the following key topics. (Recommended length: 75–150 words)

- Development and history of programming/initiative
- Diversity of audience reached
- Measures in place to ensure content quality and accuracy

►Proven Success or Potential for Future Success (IVC Showcase)

Describe how and why your programming or initiative was successful or has a high potential for future success. You may wish to address any or all of the following key topics. (Recommended length: 75–150 words)

- Attendance or participation figures
- Financial and other support measures for the programming or initiative from administrators, parents, teachers, local community, and granting organizations
- Promotional steps taken or visibility already received for the programming/initiative

- Response or feedback from participants
- Formal evaluations of the programming or initiative

► **Integration of Technology, Multimedia, and Instructional Resources (IVC Showcase)**

Describe how you have integrated the interactive videoconferencing equipment, other multimedia technology, and instructional resources into your programming or initiative. You may address any or all of the following key topics. (Recommended length: 75–150 words)

- Use of visual and auditory media during an IVC connection such as video clips, music, supplemental cameras, "flash" technology, or other IVC peripherals
- Development of supplemental instructional aids used pre- and/or postconnection such as supporting Web sites, online activities, and teacher or student resource packets

► **Fulfillment of Educational Mission (IVC Showcase)**

Describe how your programming or initiative supports or fulfills your organization's educational mission as well as the mission of K–12 education in general. Explain how these measures are articulated to educators and administrators. You may address any or all of the following key topics. (Recommended length: 75–150 words)

- Alignment to academic content standards at the state and/or national level
- Support of federal and state mandates
- Serving a special needs or underserved population
- Demonstrating a cross-curricular integration of content

► **Presenter Background (All)**

List your qualifications and experience with the topic (and those of any co-presenter, if applicable).

Equipment Information

Room Sets

Formal Sessions

Standard sets include high-speed internet connectivity, presentation computer, LCD projection system with screen, and sound system with microphones.

Informal Sessions

Standard sets include high-speed internet connectivity, counter-height presentation station w/ chair(s), bulletin board backdrop, and large-screen display monitor to connect to presenter's own laptop.

Model Lesson, Open Source Lab, and Workshop Sessions

Standard sets will also include participant computers. In mid-winter, accepted presenters will have the opportunity to submit additional hardware and software requests.

Whiteboard Requests

Indicate if you would like to have one of the following in addition to the LCD projection system or display monitor already provided.

- ActivBoard
- SmartBoard
- PolyVision

Videoconferencing

NECC will outfit one or more of its session rooms with large group-based videoconferencing systems with IP/ISDN and multipoint bridging capabilities and dual large-screen projection for both near and far end display. If you are planning to conduct videoconferencing activities during your session and would like to be scheduled into one of these rooms, indicate below.

NOTE: Do not request a large group-based videoconferencing room if you are planning to do desktop videoconferencing on your own equipment.

I would like to be scheduled into a NECC Videoconferencing Room.

Briefly describe the nature of your videoconferencing session (e.g., number of sites, name(s) of sites, activity(ies) to be presented).

Additional Presenters

Do not list yourself as a co-presenter

If you have no co-presenters, you may [continue to next page](#).

Co-presenter / Panelist

First Name:

Last Name:

Affiliation:

Street/ Mailing Address:

City:

State/Province:

Zip Code:

Country:

E-mail Address:

Is Co-presenter #1 a K-12 student?