

# 35th Annual Distance Teaching & Learning Conference—August 6-8, 2019

## Call for Proposals Online Form

You will be able to save and return to your proposal until the deadline: **4:00 pm (CT) on Tuesday, January 22, 2019.**  
**NOTE:** Proposals that solely promote commercial products or services will not be accepted.

**1. Create an account.** Keep track of your log-in information to be able to edit/create proposal.

**2. Set up presenter(s).** Provide all of the information below for each presenter. If you are entering multiple proposals, you may also enter multiple presenters. Then you must select the presenters for each proposal from a drop-down menu. Most formats allow a MAXIMUM of 2 presenters. Exceptions are Speed Sessions (one) and Panel Sessions (up to four).

**NOTE:** Remember to SAVE at the bottom of each page of the proposal after entering information.

### Presenter Information

**\*Lead Presenter** (co-presenter needs all of same information as lead presenter)

- First name, last name
- Organization
- Job title
- Postal address
- Email address
- Phone number
- Lead presenter's conference-presentation experience (Date, Event, Session title, Session length)
- Lead presenter's work experience in distance education (number of years)
- Lead presenter's distance-education background/experience (725 characters max)
- Optional links: professional web site/blog, video clip(s) of previous presentation(s)

**3. Add a proposal.** Your proposal will be assessed and scored on specific criteria, including:

- Specific, measurable takeaways;
- Content supported by evidence and/or research; and
- Relevance to the field of distance education.

**NOTE:** Greater consideration will be given to evidence-based proposals with practical applications. See the [CFP website](#) for additional criteria.

### \*Presenter Selection

\* Lead Presenter (select from drop-down menu)

\* Co-Presenter, if applicable to this proposal (select from drop-down menu)

**Note:** If you are submitting a Panel Session proposal, you will be prompted to add additional panelists below.

**\*Session Title:** Enter a working/draft title that best communicates the essence of your session (70 characters max).

### Session Format

#### \*Primary Session Format Choice

- **Discussion:** Facilitate a conversation on a current topic or authored book (45 minutes, 2 facilitators max).
- **ePoster Session:** Showcase your course, program, or research study in informal small group interactions (45 minutes, 2 presenters max).

- **Exploratory Session:** Bring a big question to the conference and move the conversation forward with the power of collective knowledge (45 minutes, 2 presenters max). **[branch question]**
  - Presenters must bring an idea or problem to participants in a structured way; the session should not be merely an open discussion around an initial prompt. Please provide an overview of your proposed 45-minute session schedule, including presentation segments, planned activities, and how you plan to summarize and conclude the session. Enter blocks of time followed by brief descriptions of the topic or activities planned during each.
- **Global Conversation:** Showcase your international distance-learning success story, innovation, or challenge (45 minutes, proposers from outside North America only).
- **Interactive Session:** Involve your audience—develop activities, test tools, facilitate group learning—so that participants leave with practices they can use right away (45 minutes, 2 presenters max). **[branch question]**
  - In addition to presenting content, presenters must provide participants with opportunities for active and engaged learning beyond just Q&A (e.g., individual/group projects, design work, role playing, case studies, simulations, large/small group discussions, hands-on practice with technologies/tools). Please provide an overview of your proposed 45-minute session schedule, including presentation segments and planned activities. Enter blocks of time followed by brief descriptions of the topic or activities planned during each.
- **Panel Session:** A moderator and 2-3 panelists from different organizations take 20 minutes to establish/present a problem and then engage the audience in a solutions-focused conversation (45 minutes, up to 4 max). **[branch questions]**
  - Panel sessions are intended to involve the audience as much as possible. No more than 20 minutes should be presentational, and there should be a plan for facilitating the conversation around the panel topic, to hear equally from the panelists and session participants.
    - 1) Please provide an overview of your proposed 45-minute session schedule, including presentation segments, planned interactions, and how you plan to summarize and conclude the session. Enter blocks of time followed by brief descriptions of the topic or activities planned during each.
    - 2) Please list your additional 2 panelists below to include First name, Last name, Job title, and Organization.
- **Research Session:** Present the results of a completed research project and hold 10 minutes of Q&A with the audience (45-minutes, 2 presenters max, white paper required). **[branch questions]**
  - Methodology: What type of research will be presented? (drop-down menu choices: quantitative, qualitative, mixed methods, meta-analysis, literature review, other)
  - List, in question form, the main research question(s) being discussed in the presentation.
  - Which research design was used? Select all that apply.
 

<ul style="list-style-type: none"> <li>▪ Descriptive or observations</li> <li>▪ Quasi-experimental</li> <li>▪ Experimental</li> <li>▪ Longitudinal</li> <li>▪ Field research</li> </ul>	<ul style="list-style-type: none"> <li>▪ Grounded theory</li> <li>▪ Case study</li> <li>▪ Ethnography</li> <li>▪ Other</li> </ul>
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  - Which analytic methods were used? Select all that apply.
 

<ul style="list-style-type: none"> <li>▪ Correlation analysis</li> <li>▪ Multiple regression analysis</li> <li>▪ Principal components analysis</li> </ul>	<ul style="list-style-type: none"> <li>▪ Qualitative interviews</li> <li>▪ Semantic networking</li> <li>▪ Participant observation</li> <li>▪ Focus groups</li> </ul>
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- Content analysis
- Other

- **Speed Session:** Condense your topic to a 15-minute TED-style talk, followed by 5 minutes of discussion (20 minutes, 1 presenter max).
- **Workshop:** Provide a high-quality, hands-on, practical experience to develop participants' knowledge and skills in a specific area (90 minutes or 3 hours, 2 presenters max, participants pay fee to participants).

**[branch questions]**

- a) Will your workshop require participants to bring a device to complete activities? \_\_\_Yes \_\_\_No  
**If yes, answer questions below; if no, go to b.**
- 1) Please specify device(s).
  - 2) Will participants need to access the Internet during the workshop? \_\_\_Yes \_\_\_No
  - 3) Specify activities that participants will complete with their required device(s).
- b) Does your workshop require participants to do any of the following? Check all that apply.
- Review pre-workshop materials
  - Complete/prepare pre-workshop tasks
  - Bring other materials (software, plug-ins, headsets, curriculum, digital photos, etc.)
- c) Please indicate the number of participants that you can accommodate in your workshop (select range).
- d) Do you prefer the room to be set up classroom-style (rows of tables w/chairs) or banquet-style (round tables w/ chairs, either set-up)?
- e) Please indicate if you have any additional equipment, room, or supply requirements.  
**NOTE:** Workshop rooms are equipped with LCD projector and screen, house audio system w/ computer audio cable, wireless lavalier microphone(s), hard-wired Internet connection, presenter table and chairs, and podium w/ microphone
- f) In addition to presenting content, workshop presenters must provide participants with opportunities for active and interactive learning (e.g., individual/group projects, design work, role playing, case studies, simulations, large/small group discussions, hands-on practice with technologies/tools). Please provide an overview of your proposed workshop schedule including presentation segments and planned activities. Enter block of time followed by brief description of topic or activity planned for that time.**[fill in text box]**
- g) Please describe any additional circumstances, requests, or considerations for your workshop.

**\*Secondary Session Format Choice** (same choices as above with same branch questions)

- Discussion
- ePoster Session
- Exploratory Session
- Global Conversation
- Interactive Session
- Panel Session
- Research Session
- Speed Session
- Workshop

**Focus & Audience**

**\*In 1-2 sentences, describe the focus of your proposed session (255 characters max).**

**\*Tell us about your experience and/or expertise on your proposal topic.**

**\*When and where have you recently presented on this specific topic?**

**\*Select a job type for whom your presentation will be most relevant (max 2).**

- Administrators/Managers
- Designers/Developers
- Instructors/Trainers/Teachers
- Evaluators
- Researchers
- Librarians/Media
- Advisors/Student Services
- IT/Support Staff
- Other [fill in text box]

**\*Select a professional group your presentation will most benefit (max 3).**

- Higher Ed—Undergraduate
- Higher Ed—Graduate and beyond
- Non-credit/Professional development
- Business/Industry
- Government/Military
- Healthcare/Public Health
- Not-for-profit organizations
- K-12 education
- Training
- Other [fill in text box]

**\*Which audience knowledge / skill level will your presentation target?**

- Basic/Fundamental
- Intermediate
- Advanced

**\*How will your session specifically benefit the audience you have identified at the skill level that you selected?**

## **Proposal Content**

**\*Explain how the topic is relevant to the field of online, blended, and/or distance education and training.** (550 characters max) NOTE: If research-based, what are the implications to the field of distance education and training?

**\*Key Takeaways:** Provide at least two take-aways (maximum of 4) describing what the audience will be able to use/apply from your session by completing the sentence, "After attending this session, attendees will be able to..."

\*Takeaway 1 (350 characters max)

\*Takeaway 2 (350 characters max)

Option: Add another takeaway

Option: Add another takeaway

**\*Session Description:** Provide a detailed description of your proposed session that includes the following:

- Key concepts and main ideas to be covered
- Successful outcomes/results (and the evidence/data supporting these)
- References to established frameworks and/or theoretical models that apply (if any)

**NOTE:** Your session title, focus, description, and takeaways must be in alignment. (2,500 characters max)

**\*Session Tracks:** Under which of these broad conference tracks does your proposed session fall (max 2)?

- Faculty Development
- Online Administration
- Learner Engagement
- Assessment & Evaluation
- Design
- Research
- Other **[fill in text box]**

See the [Call For Proposals website](#) for common sub-topics.

**\*Keywords:** Please enter up to three key words or phrases, separated by commas, which would help people to find your session in the program. NOTE: Avoid using words from your session title.

## **Finalize Proposal**

**Conference Paper Requirements:** Research sessions will be required to submit a White Paper; all other sessions will be required to submit a one-page Summary Paper. Accepted sessions will be sent templates and examples as guidelines, along with further instructions and information.

**If this proposal is accepted, I/we agree:**

- to submit the required paper no later than **May 14, 2019**.
- to register for the conference by **June 11, 2019**.
- to provide electronic versions of resource materials/handouts for attendees by **July 16, 2019**.
- that if stated deadlines are not met, I/we understand that the conference organizers reserve the right to select an alternate presentation in its place.

**\* I/we agree to the above statements and wish to submit this proposal for review.**

**Note:** Further instructions and link to discounted registration will be sent by email if proposal is accepted.