

## Call for Presentations FAQ

### How can I tell if you received my proposal?

Once you complete your proposal, you will receive a confirmation email and the proposal will be listed in the proposal box found online at <http://www.amle.org/hawaii/cfp>. You must be logged in to view it, and you will have access to edit the proposal until the deadline on October 13, 2017.

### I completed my proposal and clicked SAVE at the bottom of the screen but it is not showing up in the proposal box.

We're sorry you're having trouble with the online submission process. Please review the following possibilities to troubleshoot your submission error. If you need further assistance, please contact Dena Harrison at [dharrison@amle.org](mailto:dharrison@amle.org).

#### 1. Did you receive this error message: *Important Message – "A Data Access exception has occurred"*?

If you received this error, your submission did not save. There are character limitations placed on several items. Please review your text and be sure you do not exceed the character (not *word*) count limitations. We suggest creating your text in Microsoft Word so you can spellcheck and character count each section. Then, cut and paste each section one at a time into the proposal online and save it to see if one of those sections could be the issue. When you click on SUBMIT at the bottom of the screen, it saves your proposal in the live system. You can edit this information until the deadline on October 13, 2017.

- **Session Title** – 90 characters or less (including spaces)
- **Past Presentation Dates** – 1000 characters or less (including spaces)
- **Other organizations presenter for** – 1000 characters or less (including spaces)
- **Session Description** – 1000 characters or less (including spaces)

#### 2. Have you been working on the proposal for longer than 45 minutes?

The proposal screen will timeout after 45 minutes and will not save your information. You can click save at any time while working on your proposal to save your information.

#### 3. Have you completed all of the \*required fields?

Some of the details in the proposal are required before you can save the proposal. Please look for the "\*" to locate all required fields. You can edit this information until the deadline on October 13, 2017.

### If I am accepted as a presenter, am I required to pay for registration and lodging?

Yes. If you are accepted to present, you serve on a contributing basis and are required to purchase registration. You will not be reimbursed for registration, lodging, travel, audiovisual equipment rental, or additional costs.

### Do you have any guidelines to help complete my proposal?

Abstract content must be clear. Presentations that contain negative references based on ethnicity, gender, age, sexual orientation, or beliefs will not be considered. Please make sure the title reflects the content of the session. Please review the Strands and Session Selection Grading information for additional details to help you with the proposal process found in the Call for Presentations Instructions at <http://www.amle.org/Portals/0/pdf/MiddleGradesSummit/SessionInfo.pdf>.

### How will I be notified if my session was accepted?

The primary presenter will be notified of the session status via email by November 13, 2017.

### Do I need to review my speaker profile?

The speaker profile is included with the proposal during the review process. Please update the contact information online at <https://www.amle.org/MyProfile.aspx> and the biography in the My Speaker Profile section online at <https://www.amle.org/MyProfile/SpeakerProfile.aspx>.

**Can I add co-presenters to my session proposal?**

No. Once sessions are accepted, you can add the co-presenters to your session and they will have access to update their own bios under their speaker profile.

**What are the different session types I can apply for?**

**Concurrent Sessions** – These are 60-minute sessions dealing with a variety of current topics appropriate to middle level education. Innovative instructional methods, trends, and special programs are featured. Each concurrent session is assigned to a session room.

**How are sessions selected?**

Proposals are read as part of a juried process by the Program Review Committee. Applicants will be notified of their proposal's status after the Program Review Committee's evaluation of all entries. The Program Review Committee chooses presenters from a broad spectrum of geographical, racial, ethnic, and professional groups. In addition to the guidelines listed, evaluations from previous AMLE presentations and the number of proposals submitted per presenter are taken into consideration. Presenters are not guaranteed continuing slots on the program, even though past sessions may have been well received. Proposals are graded based on the rubric found in the Call for Presentations Instructions at

<http://www.amle.org/Portals/0/pdf/MiddleGradesSummit/SessionInfo.pdf>.

Applicants must:

- Develop a proposal to represent the selected strand.
- Make sure the proposal is relevant and significant to middle level education.
- Clearly describe the session description for the proposed presentation.
- Make sure the title reflects the content of the proposal.
- Avoid pejorative references and discriminatory comments.