

Annual Conference for Middle Level Education

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November 5–8, 2017 • Philadelphia, PA

Call for Presentations FAQ

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

I am sorry you are having trouble with the online submission process. Please review the following possibilities to trouble shoot your submission error. If you need further assistance, please contact Dena Harrison at 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. I would suggest creating your goals, rationale, engagement/connection, and descriptions in Microsoft Word so you can spell check 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 SAVE at the bottom of the screen, it saves your proposal in the live system. You can edit the session until the deadline on February 10, 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)
- **Outcome Goals** – 500 characters or less (including spaces)
- **Engagement and Connection** – 500 characters or less (including spaces)
- **Rationale** – 500 characters or less (including spaces)
- **Program Book Description** – 500 characters or less (including spaces)
- **Twitter Description** – 100 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 your 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 always edit this information until the deadline on February 10, 2017.*

How can I tell if you received my proposal?

Once you complete your proposal, you will receive a confirmation email and the proposal be listed in the proposal box found online at <http://www.amle.org/annual/Presenters/CallForPresentations/CompletedProposals/tabid/943/Default.aspx>. You must be logged in to view it, and you will have access to edit the proposal until the deadline on February 10, 2017.

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

Yes. If you are accepted to present at the conference, 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 and contain the listed requirements (goals, rationale, activities, and session description). 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 Conference Strands, Session Selection Grading Rubric and This We Believe information for additional details to help you with the proposal process found in the AMLE2017 Call for Presentations Instructions at <http://www.amle.org/Portals/1/pdf/AMLE2017SessionInfo.pdf>.

How will I be notified if my session was accepted?

The primary presenter will be notified of the session status via email by April 10, 2017.

Do I need to review my Speaker Profile?

Yes. Your speaker profile is included with the proposal during the review process. Please update your contact information and biography online at <http://www.amle.org/annual/Presenters/SpeakerProfile>.

Can I add co-presenters to my session proposal?

Yes. After sessions have been selected, the Primary Presenter will have the opportunity to add co-presenters to their session. We ask that they be added before session scheduling to avoid scheduling issues.

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. Podium, microphone, LCD projector, audio sound patch, Wi-Fi, and screen will be provided. Additional AV can be purchased for each session.
- **Speed Learning Sessions (roundtable sessions)** – These collaborative and interactive sessions are quickly becoming one of the most popular ways to learn at the AMLE Annual Conference for Middle Level Education. The goal of this session format is to give participants an informal venue to meet experts in various topic areas. Each 60-minute session is divided into three 15-minute segments, allowing you to get more personal attention from the experts and more information in a short amount of time. This flexible format gives your participants three opportunities to exchange thoughts and questions with you in an intimate seating arrangement. These sessions will run concurrently with other speed learning sessions at the conference, within the same room. Each speed learning session is assigned to a roundtable that holds 8-10 participants (please keep this in mind if you have co-presenters as it will limit the number of participants for your session). It is estimated that there will be 40-50 roundtables set up in the room for this event. There will be (3) session rotations within 60-minutes, so you present the same 15-minute session three times in a row, each time to a different audience. Participants will have an additional (5) minutes to move to their next table selection between session times. The AMLE Moderator will signal the participants and presenters when each session begins and ends.
- **Spark & Tell Sessions** – These sessions are meant to give the participants a quick, informative idea to spark interest for further exploration on their own. You will need to provide AMLE with your PowerPoint beforehand so it can be pre-loaded with the other Spark & Tell sessions. You will need to be prepared to start your presentation when your PowerPoint begins. The moderator will take 5-minutes to explain to the audience how this session format will run in the beginning of the session, and then they will start the PowerPoint. 5 Spark & Tell sessions will run back-to-back, and there will be 5-minutes at the end of the presentations for Q&A for all presenters. Please be courteous to the other Spark & Tell presenters and do not go over your allotted 10-minutes for your session. If you are the next presenter, please be up front and ready to start your presentation.

Can I submit the same session for more than one session type?

Yes. You can submit the same session for a concurrent session, speed learning session, and spark & tell session. We just ask that you submit separate proposals for each.

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 Annual Conference 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 AMLE2017 Call for Presentations Instructions at <http://www.amle.org/Portals/1/pdf/AMLE2017SessionInfo.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 goals and rationale for the proposed presentation.
- Indicate the intended audience (e.g., teachers, administrators, professors).
- Make sure the title reflects the content of the proposal.
- Avoid pejorative references and discriminatory comments.

Please visit the Conference Presenters webpage at <http://www.amle.org/annual/Presenters> for the most current information. This is frequently updated. If you have any additional questions, please contact Dena Harrison at dharrison@amle.org.