

Annual Conference for Middle Level Education

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October 25-27, 2018 • Orlando, FL

Call for Presentations FAQ

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. All Presenters MUST be registered by August 10, 2018 or your session will be removed from the program and replaced.

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/annual/Presenters/CallForPresentations/CompletedProposals.aspx>. You must be logged in to view it, and you will have access to edit the proposal until the deadline, based on the session type:

- Concurrent Session: February 25, 2018
- Speed Learning Session: March 25, 2018
- Spark & Tell Session: April 15, 2018

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.

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 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)

2. 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, based on the session type:

- Concurrent Session: February 25, 2018
- Speed Learning Session: March 25, 2018
- Spark & Tell Session: April 15, 2018

How will I be notified if my session was accepted?

The primary presenter will be notified of the session status via email, by these dates:

- Concurrent Session: March 9, 2018
- Speed Learning Session: March 30, 2018
- Spark & Tell Session: April 20, 2018

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. Completed proposals are accepted February 12–25. Applicants are notified via email of their selection status by March 9.

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. Completed proposals are accepted March 12–25. Applicants are notified via email of their selection status by March 30.

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. Completed proposals are accepted April 2–15. Applicants are notified via email of their selection status by April 20.

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 Call for Presentations Instructions at

http://www.amle.org/Portals/1/pdf/presenters/AMLE2018_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 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.

Guidelines and Tips for Completing the Proposal

Presentation – Abstract content must be clear and contain the three listed requirements (goals, rationale, and activities). 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 and Session Selection Grading information located on pages 2-7 for additional details to help you with the proposal process.

Speaker Profile – The speaker profile is included with the proposal during the review process. Please update the contact information and biography online at <http://www.amle.org/annual/Presenters/SpeakerProfile>. If you have co-presenters for your session, you may add their names and bios in the biography section along with your bio. Once sessions are accepted, you can officially add the co-presenters to your session and they will have access to update their own bios under their speaker profile.

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.