

# #AMLE20 *Virtual!*

October 23-25, 2020

The Successful Middle School: Virtually Creating the Classroom of the Future

## Call for Presentations

### FAQs

#### **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 September 11, 2020 or your session will be removed from the program and replaced.

#### **How can I tell if AMLE received my proposal?**

After clicking submit during the online proposal process you will receive a confirmation email and be redirected to the Completed Proposal page found online at <http://www.amle.org/annual/Presenters/CallForPresentations/CompletedProposals/tabid/943/Default.aspx>. You may login to the Completed Proposal page at any time to view and edit your proposal until the deadline on August 14, 2020. After this date, all proposals will be sent to our Selection Committee for review.

#### **I completed my proposal and clicked submit but it is not redirecting me to the Completed Proposal page.**

Please review the following possibilities to troubleshoot your submission error. If you need further assistance, please contact Stephanie Auditore at [sauditore@amle.org](mailto:sauditore@amle.org).

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

Some details in the proposal are required before you can save the proposal. Look for the "\*" to locate required fields.

#### **2. Have you exceeded the character (not word) count limitations for specific fields?**

There are character limitations placed on several fields. Please review your text and be sure you do not exceed the character (**not word**) count limitations. We suggest drafting your proposal in Microsoft Word so you can spellcheck and character count each field. Then, cut and paste each field one at a time into the online proposal and then save 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.

- **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)

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

The primary presenter will be notified of the session status via email by August 21, 2020.

**Speaker Profile & Co-Presenter Info** – Your speaker profile is included with your proposal during the review process. Please update your contact information and biography online at <http://www.amle.org/annual/Presenters/SpeakerProfile/tabid/701/Default.aspx>.

If you have co-presenters for your session, you may add their names and bios during the online proposal submission process.

#### **Guidelines for Completing the Proposal**

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 Tracks, Topics, and Session Selection Grading Rubric located on pages 2-3 for additional details to help you with the proposal process in the Call for Presentations Instructions at [http://www.amle.org/Portals/1/pdf/presenters/2020/AMLE20\\_SessionInfo.pdf](http://www.amle.org/Portals/1/pdf/presenters/2020/AMLE20_SessionInfo.pdf).

### Tips for Completing the Proposal

- Focus on pedagogy. Educators increasingly tell us they need help creating meaningful learning experiences for their students. The more you model your presentation to reflect instructional strategies, the more relevant your session will be to conference participants.
- Consider what success looks like. The best sessions offer tangible takeaways and immediately applicable information for attendees to bring to their schools. What are the goals and objectives of your session? With what do you want participants to walk away?
- Get interactive. Conference participants want to be actively engaged and do not prefer lectures. Encourage participants to interact with you and other attendees. Try making your session a bring-your-own-device (BYOD) session. Be sure to consider the best way for your audience to engage with the material you're presenting.

### How are sessions selected?

Proposals are read as part of a juried process by members of the Program Review Committee. Applicants will be notified of their proposal's status on August 21, 2020, after the Program Review Committee's evaluation of all entries. The Program Review Committee looks to include a diverse range of presenters and proposals. 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 sessions in the program, even though past sessions may have been well received. AMLE is always seeking new, fresh ideas. Proposals are graded based on the rubric found on page 3 in the Call for Presentations Instructions located at [http://www.amle.org/Portals/1/pdf/presenters/2020/AMLE20\\_SessionInfo.pdf](http://www.amle.org/Portals/1/pdf/presenters/2020/AMLE20_SessionInfo.pdf).

Applicants must:

- Develop a proposal to represent a selected track, if applicable.
- Make sure the proposal is relevant and significant to middle level educators.
- Clearly describe the goals and rationale for the proposed presentation.
- Indicate the intended audience (e.g., teachers, administrators, professors).
- Make sure the title and description reflect the content of the proposal.
- Avoid pejorative references and discriminatory comments.

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

- **Concurrent Sessions:** One-hour sessions that will be delivered live via our virtual platform October 23-25. Great for in-depth topics.
- **Speed Learning Sessions:** Pre-recorded videos of up to 10 minutes that will be included in the #AMLE20 library to be viewed on-demand. Great for quick insights, classroom hacks, or to introduce your colleagues to a concept. AMLE staff will assist you in recording and editing your session by October 2<sup>nd</sup>.
- **Spark & Tell Sessions:** 20-minute sessions that will be delivered live via our virtual platform. Three topics from different presenters on a similar topic will run concurrently and be followed by 15 minutes of Q&A for all three presenters. You'll need to submit slides and any other attendee materials to AMLE by October 12<sup>th</sup>. A great medium option between speed learning and concurrent sessions!