



A Technology Conference for Teaching and Learning in Higher Education

July 29 & July 30, 2020

Proposal Submission Information & Guidelines

Thank you for your interest in submitting a proposal to present at the RECAP Conference.

WHAT IS RECAP?

The RECAP Conference is an annual event showcasing the use of technology to enhance teaching and learning in higher education. Following its mission, the conference provides a forum that fosters sharing best practices and innovations, encourages collaboration and addresses current topics of interest in the use of technology in the classroom. Participants find the conference to be a great opportunity to learn, meet peers and gain inspiration in new ways to incorporate technology into their courses.

Given the recent events this year, our conference theme will be focused on continuity of business and instruction, flexible course planning and design, and reinforcing student success.

WHAT IS THE SCHEDULE?

RECAP will be held on July 29 and July 30, from 8:45am to 12:00pm both days. On Day One, via Zoom, we welcome our Keynote presenter, Thomas J Tobin and two additional, 45-minute live presentations. On Day Two, we continue our conference with three, 45-minute live presentations.

We will have two ways to present: In addition to our selected live presentation sessions, the **RECAP Presentation Media Gallery** will be available for viewing after July 31, 2020.

WHAT IS THE RECAP PRESENTATION MEDIA GALLERY?

RECAP will host a public gallery of pre-recorded media presentations.

HOW DO I SUBMIT A PRESENTATION PROPOSAL?

[Complete and submit a Conference Proposal adhering to the RECAP Conference Guidelines](#)

WHAT IF I DO NOT WANT TO PRESENT LIVE?

You can still participate by submitting a presentation proposal and designate that you want to submit a pre-recorded presentation for the RECAP Presentation Public Media Gallery.

CAN A PRESENTATION PROPOSAL BE SUBMITTED AS A TEAM?

Yes, however, the lead presenter should complete the presentation proposal and include co-presenter's details.

WHAT ARE THE DUE DATES?

- **Presentation Proposal submissions** are due by **Monday, June 1, 2020.**
- After June 15, 2020, an Email confirmation will be sent with further directions for preparing for a live session or submitting a pre-recorded media file for the **RECAP Presentation Public Media Gallery.**
- **Presentation Recordings** must be submitted by **Monday, July 20, 2020.**
- All presenters must register for RECAP (no fee).

WHAT IF I ALREADY SUBMITTED A PROPOSAL TO RECAP 2020?

If you previously submitted a presentation proposal to RECAP 2020, please re-submit your proposal and update, as needed, as we are focusing our theme around Continuity of Business and Instruction, flexible course planning and design, and reinforcing student success.

COMPLETING THE PRESENTATION PROPOSAL SUBMISSION FORM

Your presentation proposal submission should address Continuity of Business and Instruction, flexible course planning and design, and reinforcing student success

CONSIDER SESSION TOPIC(S) Select a topic(s) from one of the RECAP Conference topics

Primary consideration for live presentation selection will be given to the following topics*

- Supporting student and faculty success*
- Technology access*
- Health and family issues*
- Structural inequalities*
- Technology tools*
- Best practices for student engagement*
- Behavior, etiquette, privacy*
- Best practices for content delivery*
- Student Assessment*

Additional Presentation Topics

- Active Learning Spaces
- Adaptive/Assistive
- Analytics and Data Informed Decision Making
- Augmented Reality/Virtual Reality Course Design
- Creativity and Maker Spaces
- Emergent Technologies
- Mobile Learning/Social Media/Cloud Computing
- LMS Innovation, Techniques, and Strategies
- Teaching Writing Online
- Technology/Universal Design for Learning/Accessibility

COMPLETE PROPOSAL FORM

When completing the online submission form, you will need to enter details about the presentation

- ❖ **Primary Presenter** Contact Information & Bio (Limit 75 words)
- ❖ Is this **First Time Presenting** at RECAP? If no, provide dates if available
- ❖ **Co Presenter(s)** Contact Information and Bio (Limit 75 words)
- ❖ **Session Topic(s)**
- ❖ **Do you want to be considered for a Live Presentation? Yes/No**
- ❖ **Session Title** (Limit to 12 words)
A descriptive title that can stand alone and gives a clear idea of what the session is about.
- ❖ **Session Abstract** (Limit 50 words)
An enticing, concise session description to appear exactly as submitted on the conference program.
- ❖ **Learning Outcomes** (Limit 30 words)
State what the audience will gain from presentation to appear on conference program.
- ❖ **Presentation Proposal Summary** (Limit 400 words)
A summary of your presentation, to be used for a blind peer-review selection process. Elaborate on the content of your session, its purpose, significance to the selected theme, relevance to educational technology. For sharing/demonstration sessions, describe the innovative practice to be exemplified.
- ❖ **Actionable Item** – Be prepared to submit a document that includes directions or steps to follow, a worksheet, a set of resources, etc. This document will be due when you submit your presentation.
- ❖ **Presenter(s) Photo Upload** (at least 200x200 pixels in jpg, png, gif formats)

PRE-RECORDED MEDIA REQUIREMENTS

Your media should be understandable by itself. You should not assume that the viewer has read your abstract. Explain your topic in an understandable way for viewers who may not be familiar with the topic.

- **SIZE** – Less than 2GB
- **MEDIA** – Video Format (.mp4) or Podcast or Document (PDF)
- **DURATION** – Between 15-20 Minutes
- **PRIVACY** – The website will be public. Stay within FERPA guidelines and avoid using student or personal information.

SUBMIT PRESENTATION PROPOSAL

- ❖ You will receive an email confirmation if your proposal submission was selected for the live presentations or Presentation Media Gallery after June 15, 2020.
 - If you are selected for the live presentation, you will be expected to be available on July 29 or 30 and present via Zoom.
 - If you are selected for the **RECAP Presentation Public Media Gallery**, you will be expected to submit a pre-recorded media file (video, podcast, etc.) by Monday, July 20, 2020 (see RECAP Presentation Public Media Gallery Guidelines).
- ❖ Upon acceptance of proposal, the presenter(s) must register for the conference.

CRITERIA FOR EVALUATING PROPOSALS

- ❖ The session aligns with the scope of one of the conference topics.
- ❖ Clearly stated objective(s) of the session and description of what will be presented.
- ❖ Actionable Item provided and relevant to the session and conference scope