

34th Annual Distance Teaching & Learning Conference

Call for Proposal Online Form (steps and form questions)

*Asterisk denotes required information on the form.

You will be able to save and return to your proposal until the deadline: **4:00 pm (CT) on Tuesday, January 23.**

NOTE: Proposals that solely promote commercial products or services will not be accepted.

- 1) **Create an account.** Keep track of your log-in information to be able to edit/create proposal.
- 2) **Set up presenter(s).** A maximum of **two presenters per proposal** is allowed for all formats except Speed Sessions (only one). Provide all of the information below for each presenter. If you are entering multiple proposals, you may also enter multiple presenters, and then select the presenters for each proposal from a drop-down menu.

NOTE: Always remember to 'SAVE' at the bottom of each page of the proposal after entering information.

Presenter Information

***Lead Presenter (If Co-presenter, then need ALL of same information as Lead presenter.)**

- First name, last name
- Organization
- Job title
- Postal Address
- Email address
- Phone number
- Lead presenter's **conference** presentation experience (Date, Event, Session title, Session length):
- Lead presenter's work experience in distance education (number of years):
- Lead presenter's distance education background/experience (725 characters, approx. 115 words):
- List optional links 1) professional website/blog, 2) video clip of previous presentation(s):

3) **Add a proposal.**

Your proposal will be assessed and scored on specific criteria, including:

- Specific, measurable takeaways
- Content supported by evidence and/or research
- Relevance to the field of distance education
- See website for additional criteria <https://dtlconference.wisc.edu/call-for-proposals/>

NOTE: Greater consideration will be given to evidence-based proposals with practical applications.

***Presenter Selection**

*Lead Presenter (select from drop-down menu)

Co-Presenter, if applicable to this proposal (select from drop-down menu)

***Session Title:** Enter a working/draft title that best communicates the essence of your session (70 characters max).

General Section

***Select session format**

Primary format choice:

- Discussions
- ePosters
- Information Sessions
- Show & Tell
- Speed Sessions
- Workshops (90 minutes)
- Workshops (3 hours)

Secondary format choice:

- Discussions
- ePosters
- Information Sessions
- Show & Tell
- Speed Sessions
- Workshops (90 minutes)
- Workshops (3 hours)

NOTE: If you selected workshop, additional questions will appear. These are located at end of this document.

***Is this proposal based on a formal research project or study?** ___Yes ___No

If “yes”, then answer the following questions. **If “no”, then go to the next question.**

a) *Methodology: What type of research will be presented? Select ONE.

- Quantitative
- Qualitative
- Mixed methods
- Meta-analysis
- Literature review
- Other (fill in text box)

b) *List, in question form, the main research questions(s) being discussed in the presentation.
Fill in text box.

c) *Which research design was used? Select all that apply.

- Descriptive or observations
- Quasi-experimental
- Experimental
- Longitudinal
- Field research
- Grounded theory
- Case study
- Ethnography
- Other (add text box)

d) *Which analytic methods were used? Select all that apply.

- Correlation analysis
- Multiple regression analysis
- Principal components analysis
- Qualitative interviews
- Semantic networking
- Participant observation
- Focus groups
- Content analysis
- Other (fill in text box)

***In 1-2 sentences describe the focus of your proposed session.** Fill in text box. Limited to 255 characters

***Tell us about your experience and/or expertise on your proposal topic.** Fill in text box.

***When and where have you recently presented on this specific topic?** Fill in text box.

***Select a job type for whom your presentation will be most relevant** (select maximum of two).

- Administrators/Managers
- Designers/Developers
- Instructors/Trainers
- Evaluators
- Researchers
- Support Staff
- Other (fill in text box)

***Select a professional group your presentation will most benefit** (select maximum of three).

- Higher Ed—Undergraduate
- Higher Ed—Graduate and beyond
- Non-credit/Professional development
- Business/Industry/Government/Military
- Healthcare/Public Health
- Not-for-profit organizations
- K-12 education
- Training
- Other (fill in text box)

***Which audience knowledge / skill level will your presentation target?**

Select from Basic, Intermediate, or Advanced.

Proposal Content

***Explain how the topic is relevant to the field of online, blended, and/or distance education and training.** (fill in text box) Note: If research-based, what are the implications to the field of distance education and training?
Content limited to 550 characters.

***Key Takeaways: Provide at least two takeaways (maximum of 4) describing what the audience will be able to use/apply from your session by completing the sentence, “After attending this session, attendees will...”.**

***Takeaway 1** (limited to 350 characters)

***Takeaway 2** (limited to 350 characters)

Add another takeaway? Check box and fill in text box.

***Session Description: Provide a detailed description of your proposed session that includes the following:**

- Key concepts and main ideas to be covered
- Successful outcomes/results (and the evidence/data supporting these)
- References to established frameworks and/or theoretical models that apply (if any)

Note: Your session title, focus, description, and takeaways must be in alignment.

***Session Description** (limited to 2500 characters):

***Key themes/focus areas**

Please select the primary keyword/phrase that best captures the focus of your proposal. SELECT ONLY ONE.

- | | |
|--|--|
| • ABCs of DE (basic) | • Learner engagement strategies |
| • Accessibility and ADA (section 508) compliance | • Learner support |
| • Alternative credentialing | • Learning analytics and student success |
| • Augmented/virtual reality | • Learning science research to practice |
| • Blended learning designs | • Mastery & competency-based learning |
| • Building & supporting learning communities | • Measuring learning & assessment |
| • Distance education | • Mobile learning |
| • Leadership/administration | • New/emerging technologies |
| • Evaluating online learning | • Online teaching strategies |
| • Faculty development | • Open resources and content curation |
| • Game-based learning | • Personalized & adaptive learning |
| • Immersive learning | • Social learning |
| | • Video & multimedia-based learning |
| | • Other (provide topic area) |

(Optional) If there is an additional keyword/phrase that is also appropriate to your proposal, select one below. **Same choices as above.**

(Optional) If there is an additional keyword/phrase that is also appropriate to your proposal, select one below. **Same choices as above.**

***Finalize Proposal**

***Terms of Agreement**

By accepting the Terms of Agreement, I agree to the following statements and am ready to submit my proposal for review.

If this proposal is accepted, I (and my co-presenter, if applicable) agree:

- By May 14, 2018, to submit the required paper (instructions will be sent by email).
- By June 11, 2018, to register for the conference (presenter link will be sent by email).
- By July 16, 2018, to provide electronic resource materials/handouts for attendees (instructions will be sent by email).
- That if I do not meet these stated deadlines, an alternate presentation will be selected in place of my proposed presentation.

Workshop Specifics

These are required, if you selected the 90-minute or 3-hour workshop format.

***Will your workshop require participants to bring a device to complete activities?**

☐ Yes ☐ No

If “yes”, then answer the following questions. **If “no”, then go to the next question.**

1. ***Please specify device(s).**

2. ***Will participants need to access the Internet during the workshop?**

☐ Yes ☐ No

3. ***Specify activities that participants will complete with their required device(s).**

***Does your workshop require participants to do any of the following?** Check all that apply.

- Review pre-workshop materials
- Complete/prepare pre-workshop tasks
- Bring other materials (software, plug-ins, headsets, curriculum, digital photos, etc.)

***Please indicate the number of participants that you can accommodate in your workshop** (select range).

***Workshop rooms can be setup in classroom-style** (rows of tables w/chairs) **or banquet-style** (rounds w/ chairs).
Select preference.

Workshop rooms are equipped with:

- LCD projector and screen
- house audio system w/ computer audio cable
- wireless lav microphone(s)
- hard-wired Internet connection
- presenter table and chairs
- podium w/ microphone

***Please indicate if you have any additional equipment, room, or supply requirements.**

***Please describe any additional circumstances, requests, or considerations for your workshop.**

*In addition to presenting content, workshop presenters must provide participants with opportunities for active and INTERACTIVE LEARNING (e.g. individual/group projects, design work, role playing, case studies, simulations, large/small group discussions, hands-on practice with technologies/tools, etc).

Please provide an overview of your proposed workshop schedule, including presentation segments AND planned activities. Enter block of time followed by brief description of topic or activity planned for that time.

***Schedule of Workshop activities:**