

## **Expectations for Presentations**

### **LEVEL OF SCHOLARLY CONTRIBUTION:**

It is AACTE's intent that its Annual Meeting serve the membership and the profession by providing a forum for the presentation, consideration, and augmentation of scholarly work and reflective dialogue. It should be the author's intent that the paper/presentation subsequently presented during the conference will ultimately be refined, based on feedback and interaction, into a more advanced scholarly contribution.

### **OUTCOMES/RESULTS OF PRESENTATION:**

Presentations should be designed to help participants organize their own thinking, develop new insights, and build greater understanding about the issue or topic at hand. To meet these goals, sessions should utilize collaborative learning principles, as appropriate for their format.

### **PROPOSAL FORMAT :**

All proposals submitted for consideration should follow the format described below. Proposals should be two to three single spaced pages in length, excluding references. Do not include any information that would identify authors or institutions, as all proposals will undergo blind, peer review.

#### **Section I: Content**

- A. Statement of the issue: Clearly state the issue that focuses your presentation, provide relevant background, and place the problem in a broader academic context.
- B. Literature review: Provide a synthesis of the literature or knowledge base related to your topic; highlight competing hypotheses or major schools of thought.
- C. Contribution: Discuss how your work relates to the conference strand under which you are submitting the proposal.
- D. Relevance: Discuss how your proposal relates to at least two of the following perspectives: implications for policy; using qualitative or quantitative evidence to inform policy or practice; successful (exemplary) practices.
- E. Implication for Action: Outline what concrete changes, activities, policies, research, or other outcomes can result from this work.

#### **Section II: Outcomes and Methods**

- A. Learner/participant outcomes: Describe what you intend the participants to learn during the session.
- B. Methods: Describe how you will design the session so that the learner/participant outcomes are achieved.

### **EVALUATION CRITERIA:**

Those submitting proposals are encouraged to review the scoring rubric that will be used to evaluate proposals. Immediately following the submission deadline,

all proposals will undergo peer review using a blind review process. Proposals will be evaluated on the following criteria:

1. Format: follows the format described in the Call for Proposals.
2. Theme: addresses the conference theme and selected strand.
3. Organization: provides a clear description of conference presentation.
4. Timeliness/Significance: addresses a critical issue in the profession and draws conclusions about focus of the work and the issue in broader context.
5. Knowledge base: advances the knowledge base of the profession.
6. Scholarship: provides a clear conceptualization of scholarship.
7. Analysis: includes an appropriate level of critical reflection and analysis.
8. Action: describes concrete steps in policy, practice, or research that can result from work.
9. Participant outcomes: includes a clear description of participant outcomes and how achieved.
10. Audience interaction: describes plans for an appropriate level of audience interaction for the session type.

The Professional Development Committee makes the final selection of sessions, taking into account reviewers' comments and the overall balance of the program.

#### NOTIFICATION AND COMMUNICATION:

Please note that all communications from AACTE concerning proposal submissions will be with both the session organizer and any additional presenters listed in the proposal. **The session organizer must provide ALL presenter names and email addresses at the time of proposal submission in order to guarantee proper credit and communication to all parties involved. Only presenter names provided to AACTE through the submission process will be included in the official program book.**

Applicants will be notified by the end of August 2014 whether their proposal was accepted or declined. All decisions reached through the blind review and committee selection are final.

**All accepted Roundtables, Individual Paper, Symposium, and Interactive Dialogue Sessions will have usage of a projection screen and electric in accordance with the site/room of your presentation. Additionally, an audience response system (ARS) will be provided for usage in collecting data from polling questions in all Perspectives Sessions.**