

CALL FOR PROPOSALS
**SUBMISSION
GUIDE**

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SEEKING GREAT PRESENTATIONS



ISTE HELPS EDUCATORS AROUND THE WORLD USE TECHNOLOGY TO SOLVE TOUGH PROBLEMS IN EDUCATION. FOLLOW THESE TIPS TO MAKE YOUR PROPOSAL STAND OUT:

- **Be a guru.** Don't just speak; impart tech and pedagogical knowledge like the expert you are!
- **Be relevant.** Choose a trending topic.
- **Inspire.** Empower educators and students to lead.
- **Engage.** Encourage participation and be so enthralling your audience will forget to multitask.
- **Show don't tell.** Demonstrate creative use of technology.
- **Preach.** Talk about the importance of access for all learners.
- **Be inclusive.** Choose copresenters who represent diverse backgrounds, perspectives and experiences.
- **Be neutral.** Don't sell a brand; sell an idea!
- **Be true.** Align to the ISTE Standards.

ISTE is committed to providing a friendly, safe, supportive and harassment-free environment for all conference attendees and participants. Please review the [ISTE Codes of Conduct](#).

CREATE AN EXCEPTIONAL SESSION

Give your session submission an edge by following these simple steps.

ISTE19
ANAHEIM
JUNE 28 - JULY 1

STEP 1: KNOW YOUR AUDIENCE

STATISTICS FROM ISTE19

HOT TOPICS

What is your big idea?

Sometimes revolutionary ideas don't fit into a specific category. Don't let that stop you from sharing yours, even if it doesn't match one of these hot topics.



15,000+ EDUCATORS **560+** COMPANIES



10 MOST COMMON ATTENDEE JOB ROLES

- PK-12 teacher/faculty
- Technology coordinator/specialist/facilitator
- Instructional technology coach/director
- Technology director
- Curriculum developer/specialist/director
- Librarian/media specialist
- Principal/headmaster
- Consultant/trainer
- Higher ed teacher/faculty
- Assistant, associate or vice principal

STEP 2: PICK YOUR FORMAT

Choose a session format that best fits your presentation style and content.

LISTEN AND LEARN

One-way audience interaction

LECTURE

1 hour

Traditional



PANEL

1 hour

Moderator and 2-3 panelists

RESEARCH PAPER

20-30 minute presentation,
1-hour roundtable discussion
or **2-hours** poster demonstration

SNAPSHOT

30 minute micropresentation
on a specific solution, tool or
content provider resource

PARTICIPATE AND SHARE

Moderate audience interaction

INTERACTIVE LECTURE

1 hour

Some activities for
audience participation

POSTER

2 hours

Demonstration style

Multibooth
location

1:1 or small
group
interaction



EXPLORE AND CREATE

Extensive audience interaction

CREATION LAB

60 or 90 minutes

Hands-on activities
Create resources/projects
Preregistration required

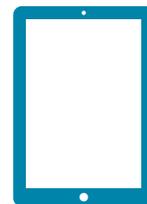
WORKSHOP

3 hours

In-depth exploration

Preconference

Additional fees
required



*See format acceptance rates
on Page 4.*

STEP 3: CHOOSE A TOPIC

Select the topic that best fits your proposal.



STEP 4: ADD PRESENTERS

The most interesting sessions are ones that offer different perspectives. Please consider how your presenters will contribute to the diversity of experience, opinion and representation in your session.

STEP 5: COMPLETE YOUR PROPOSAL

BE SURE TO:

- Indicate what participants will learn.
- Be detailed in the purpose and objectives of the session.
- Outline the content covered and the process for engaging participants fully.
- Provide research supporting your session.
- Know and understand your format structure.

STEP 6: HIT SUBMIT!

Submit online: isteconference.org/present
Submission deadline is Sept. 27, 2019.

FREQUENTLY ASKED QUESTIONS



.....
Call for proposals

OPENS
Aug. 29, 2019

CLOSES
Sept. 27, 2019
.....

How do I submit my presentation proposal?

All proposals must be submitted via our online submission form. You can create a partial submission and return to it later by clicking the "Save and Continue" button.

Do I have to be an ISTE member to present?

You do not have to be a member when you submit a proposal, but when you register for the conference, you will automatically become an ISTE member.

Is there a fee to submit?

There is no fee to submit. However, if accepted, you must register to attend the conference.

Do I have to register for the conference if my proposal is accepted?

Yes, you must register for the conference to present. However, all presenters are eligible to pay the lowest applicable super-early-bird registration fee, regardless of when they register.

Can I submit more than one proposal?

Sure, but we typically accept only one per person. Submitting multiple proposals under different formats does not increase the chances of being accepted.

When do I need to complete my submission?

We must receive your submission before midnight (11:59 p.m. PT) Sept. 27, 2019.

ISTE19 proposal acceptance rates

SESSION FORMAT	SUBMITTED	ACCEPTED	ACCEPTANCE RATE
BYOD (Creation lab)	241	162	67%
Interactive lecture	535	189	35%
Lecture	442	132	30%
Panel	143	43	30%
Poster	714	477	67%
Research paper	114	60	53%
Snapshot	227	99	44%
Workshop	205	82	40%
TOTAL	2,799	1,324	47%

When will I find out if my proposal has been accepted?

We will send an email notification mid-December when decisions have been posted on presenter menus.

How will my research paper be evaluated?

Research paper submissions are double-blind peer reviewed. Evaluations are based primarily on:

- Clearly stated and well-conceived research objectives.
- Current and well-articulated perspectives or theoretical framework.
- Appropriate and well-executed research methods (design, data sources, data analysis) that are sufficiently detailed to evaluate the quality of the proposal.
- Well-grounded results (or expectations).
- Quality of writing (clear writing style, organization, clarity of ideas and expression).
- Importance of study (timeliness, advances the field).

What is the likelihood my proposal will be accepted?

Likelihood of acceptance depends on the quality of the proposal and how many proposals are received for the session format you choose. Last year, 47.3 percent of proposals were accepted. Our review process is rigorous. We select the best sessions according to the criteria listed on Page 1 of this guide. Be sure to begin crafting your proposal early enough to allow time for your own review and adjustments.

Do I need to include all presenters at the time of proposal submission?

Yes, the name, email and employer of each adult presenter must be listed on the proposal. Student presenters can be added to sessions by the submitter at any point.

How should I deliver my presentation?

The method you use to deliver your presentation must align with one of the following session formats:

LECTURE*

One or more presenters addressing a seated audience.

PANEL*

Designated moderator facilitating a discussion among two or more panelists on a particular topic.

SNAPSHOT*

Two independently submitted micropresentation proposals on cohesive topics are combined into an unmoderated hourlong session.

INTERACTIVE LECTURE*

Audience participation and presenter interaction are ingrained in a traditional lecture.

CREATION LAB* (FORMERLY BYOD)

A 60- or 90-minute lab that models and allows participants to practice and experience a hands-on creation activity, a run-through of a project-based unit, or the mastering of a specific productivity tool or skill that they can take home and implement immediately. The length of the lab should be determined by needs of the activity and intended learning outcomes.

WORKSHOP*

Hands-on sessions that provide a more in-depth exploration of a topic in a smaller-group setting.

RESEARCH PAPER

Twenty- to 30-minute lecture presentation or hour-long roundtable discussion on original research on the general theme of using technology to enhance education. No equipment or power is provided. Wireless internet connectivity is available. Lecture presentations will be combined into an hourlong session.

POSTER

Demonstration-style presentation in a multibooth location, which involves interacting one on one or with small groups. Standard set includes a 6-foot long by 40-inch high table with stool, 4-foot high by 8-foot long bulletin board backdrop, power, wired presenter internet connectivity and large-screen monitor to connect to presenter's own device.

All presenters and participants are required to bring their own presentation devices.

**This session format takes place in rooms equipped with presenter wired internet connection, LCD projection with screen, lavalier mics, Apple TV hardware, Airplay/Airplay Mirroring service and sound system to connect to presenter's own device. Participants will have wireless internet connectivity.*

More questions?

Contact conf-program@iste.org.

SAMPLE SUBMISSION FORM

FORMAT

NOTE: * indicates that a value is required before submitting this form. Unless otherwise noted, question applies to all session formats. You may start a submission and complete it at a later time. The information on this page will not be saved until you click the "Save and Continue" button at the bottom of the page.

* SESSION FORMAT

NOTE: You will not be able to edit this field once you've progressed past this page.

Listen and Learn: Primarily one-way interaction between presenters and audience.

- LECTURE:** An hourlong presentation with one or more presenters addressing a seated audience.
- PANEL:** An hourlong presentation with a designated moderator facilitating a discussion among two or more panelists on a particular topic.
- RESEARCH PAPER:** A 20- to 30-minute lecture presentation, hourlong roundtable presentation or poster presentation featuring original research on the general theme of using technology to enhance education.

Select your preferred research paper format:

- LECTURE PRESENTATION:** Three to four papers presented consecutively within an hour in a lecture setting.
- ROUNDTABLE PRESENTATION:** Multiple papers discussed concurrently for an hour at roundtables set for 10-15 attendees.
- POSTER PRESENTATION:** Two-hour, demonstration-style presentation delivered in an open, multibooth environment that enables presenters to engage their audience in more intimate one-on-one and small-group conversation. Posters are some of the best attended sessions at ISTE but you will be presenting mixed in with practical presentations on related topics.
- SNAPSHOT:** A 30-minute micropresentation combined into an hourlong session that focuses on a particular instructional model, technology solution or content provider resource. Two snapshots are combined into an unmoderated hourlong session.

Participate and Share: Moderate interaction either between presenters and audience or among participants.

- INTERACTIVE LECTURE:** A lecture featuring audience participation and interaction with the presenter(s) during the session, such as collaborating on a document, creating an interactive project or participating in a presenter-led backchannel, poll or other activity.
- POSTER:** A two-hour, demonstration-style presentation delivered in an open, multibooth environment that enables presenters to engage their audience in more intimate one-on-one and small-group conversation. Recommended for student presentations featuring K-12 students presenting their own work and global projects involving collaborations across borders.

Explore and Create: Extensive interaction between presenters and audience.

- CREATION LAB (FORMERLY BYOD):** A 60- or 90-minute lab that models and allows participants to practice and experience a hands-on creation activity, a run-through of a project-based unit, or the mastering of a specific productivity tool or skill that they can take home and implement immediately. The length of the lab should be determined by needs of the activity and intended learning outcomes.

Please indicate your preferred lab length:

- 60-MINUTE:** Focuses on modeling a single project-based learning unit or mastering a specific productivity tool or skill that you can take home and implement tomorrow.
- 90-MINUTE:** Hands-on session that focuses on broader curriculum integration and/or multiple skills acquisition.
- WORKSHOP:** Supplemental hands-on sessions offered in 90-minute or three-hour segments that provide for more personal, in-depth exploration of a particular topic, tool or resource in a smaller group environment. Attendees are required to preregister and pay additional fees. Workshops are scheduled on preconference day Saturday, June 27.

Please indicate your preferred workshop length:

- MINI:** 90-minute hands-on session that focuses on modeling a single project-based learning unit or mastering a specific productivity tool or skill that you can take home and implement tomorrow.
- HALF-DAY:** Three-hour hands-on session that focuses on broader curriculum integration and/or multiple skills acquisition.

Converted format: If your proposal is not accepted in the format you have chosen, would you like to be considered for any of the other formats? Check all that apply.

- LECTURE**
- INTERACTIVE LECTURE**
- LECTURE PRESENTATION**
- PANEL**
- SNAPSHOT**
- ROUNDTABLE PRESENTATION**
- POSTER**
- CREATION LAB**
- POSTER PRESENTATION**
- WORKSHOP**

TOPIC AND AUDIENCE

* SESSION TOPIC Select up to two.

- Artificial Intelligence
- Assessment/evaluations/use of data
- Assistive and adaptive technologies
- Augmented, mixed and virtual reality
- Coaching and mentoring
- Computer science and computational thinking
- Communication and collaboration
- Creativity and curation tools
- Curriculum planning and evaluation
- Digital citizenship
- Distance, online and blended learning
- Educational policy
- Emergent technologies
- Equity and inclusion
- Funding & accountability
- Games for learning and gamification
- Global collaboration
- Innovation in early childhood/elementary
- Innovation in higher education
- Innovative learning environments
- Instructional design and delivery
- Leadership
- Library/media
- Maker activities and programs
- Online tools, apps and resources
- Open educational resources
- Personalized learning
- Professional learning
- Project-, problem- and challenge-based learning
- Safety, security and student data privacy
- Social emotional learning
- Science of Learning
- Storytelling/multimedia
- Student agency, choice and voice
- Teacher education
- Technology infrastructure and connectivity
- Universal Design for Learning/differentiated learning
- Using the ISTE Standards

* SUBJECT AREA Select up to two.

- Career and technical education
- Computer science
- ELL
- Health and physical education
- Language arts
- Math
- Music
- Higher education (research paper only)
- Inservice teacher education (research paper only)
- Preservice teacher education (research paper only)
- Performing/visual arts
- Science
- Social studies
- Special education
- STEM/STEAM
- World languages
- Not applicable

* AUDIENCE ROLE Select up to three.

- Chief technology officers/superintendents/school board members
- Coaches
- Curriculum/district specialists
- Library media specialists
- Principals/head teachers
- Professional developers
- Teachers
- Teacher education/higher ed faculty
- Technology coordinators/facilitators

* GRADE LEVEL

- PK-2
- 3-5
- PK-5
- 6-8
- 6-12
- 9-12
- PK-12
- Community college/university
- Not applicable

* SKILL LEVEL (Lecture, panel, snapshot, interactive lecture, poster, creation lab, workshop)

- BEGINNER:** Limited or no experience or prior topic knowledge; no prerequisite skills required.
- INTERMEDIATE:** Basic core competency or knowledge of the topic; some prerequisite skills or knowledge required.
- ADVANCED:** Considerable experience or advanced knowledge of the topic; significant prerequisite skills or knowledge required.

SKILL PREREQUISITES (Lecture, panel, snapshot, interactive lecture, poster, creation lab, workshop)

If you indicated intermediate or advanced skill required above, describe any specific knowledge or skills audience members should have.

GENERAL INFORMATION

* TITLE

Your title should help attendees easily understand the topic of your session, with the first few words aiming to attract your session's primary audience. Please use title case (limit 12 words). Example: 10 Easy Ways to Bring Digital Creation Into Early Childhood Classrooms

* DESCRIPTION

Write a brief but detailed description of your session. Hyperlinks cannot be included. Describe what information you will offer and what attendees can expect to learn from your session (limit 50 words).

* DIVERSITY, EQUITY AND INCLUSION

ISTE believes that by cultivating a community of educators with a wide range of experiences, diverse backgrounds and perspectives, we enhance the practice of all educators. We are working to improve our proposal intake and selection process to engage more diverse speakers, identify and remove barriers, and create an inclusive opportunity for all. To that end, please describe how you have considered inclusivity and/or incorporated diversity in your proposal and presenter selection (limit 50 words).

SPECIAL CONDITIONS

If any of the following conditions apply to your session, check the appropriate box below.

- GLOBAL COLLABORATION:** Focused on curriculum, projects or professional learning involving collaborations between or among learners in different countries.
- STUDENT PRESENTATION:** Presented by K-12 students.
- YOUNG EDUCATOR:** Primary presenter is 35 or younger.
- ISTE AUTHOR:** One or more of the presenters is a published ISTE author of an ISTE book or journal article.
- PRESERVICE TEACHER PRESENTER (Research paper):** Session will be presented by a preservice teacher.

ADDITIONAL DETAILS

Enter a URL that exemplifies your presentation style or supports your session proposal topic. This URL will only be viewed by proposal reviewers.

ATTENDEE RESOURCE (Lecture, panel, snapshot, interactive lecture, poster, creation lab, workshop)

Enter a URL that attendees could use as a resource, if applicable. This URL will be part of your public session proposal on the conference website and mobile app. Please consider resources that are accessible on screen readers.

Enter a description for your attendee resource URL.

* ISTE STANDARDS

Select at least one, and up to three, ISTE Standards indicators that will be addressed in your presentation. Visit iste.org/standards for the full list.

ISTE STANDARDS ADDRESSED

Explain briefly, but in detail, how your session will address the ISTE Standards indicators selected. Reviewers will be evaluating proposals based on the depth of use and thoughtfulness in implementation of the selected ISTE Standards.

COMMERCIAL PRESENTATION

ISTE recognizes that many sessions focusing on the integration or application of specific technologies may encompass commercial products. This is acceptable provided they are appropriately labeled. If one or more of the presenters represents or was recruited to present by a for-profit company whose products or services are being discussed, please check the box below.

- Commercial presentation

List the products/services:

DISCLOSURE STATEMENT

I have been supported financially by a company whose product is being included in my presentation.

- Travel support (flights, hotel, etc.)
 Stipend or honoraria
 Material support (products or services)
 Registration

NOTE: The purpose of this question is to disclose this information to attendees. It will not impact session selection.

Which company or companies? List here:

RESEARCH PAPER REVIEWER INTEREST (Research paper)

Are you interested in volunteering to be a research paper reviewer?

- I would like to be a research paper reviewer.

PRESENTER CONSTRAINTS

Conference dates are Sunday, June 28, through Wednesday, July 1; workshop dates are only Saturday, June 27. If you are unable to present on any of these dates, mark the date(s) below.

NOTE: ISTE requires that primary presenters are physically present to moderate their events and provide presentation devices including connection for any remote co-presenters if applicable.

- Saturday, June 27 Monday, June 29 Wednesday, July 1
 Sunday, June 28 Tuesday, June 30

Describe other scheduling or capacity constraints below.

PRESENTERS

As the proposal submitter, you have been designated as a presenter and have exclusive access to edit this submission. You may change your role and/or add presenters below. Anyone you add to this proposal with an email address will be notified and invited to create their own presenter menu to view, but not edit, this proposal.

ISTE believes that by cultivating a community of educators with a wide range of experiences, diverse backgrounds and perspectives, we enhance the practice of all educators. For each proposed speaker, please consider how they contribute to the diversity of experience, opinion and representation in the session.

Roles:

- **NONPRESENTING SUBMITTER:** Select this role for yourself if you do not wish to be listed as a presenter.
- **PRESENTER:** Select this role for anyone you wish to be listed as a presenter, including yourself.
- **STUDENT PRESENTER:** Select this role for any presenters who are K-12 students. Email address is not required for student presenters. Maximum of five student presenters.
- **CO-AUTHOR (RESEARCH PAPER):** Select this role for anyone you wish to be listed as a co-author. Please indicate if your co-author will be presenting onsite or not attending ISTE20.

NOTE: ISTE requires that primary presenters are physically present to moderate their events and must provide presentation laptop/tablet, including connection for any remote co-presenters, if applicable.

NAME	COMPANY	EMAIL	ROLE
Smith, John	ABC Company	jsmith@abc.com	Presenter

ISTE Certified Educator

SUMMARY

PROPOSAL SUMMARY

(Lecture, panel, snapshot, interactive lecture, poster, creation lab, workshop)

Your answers to the following questions will be combined to create your proposal summary. If your proposal is accepted, this summary information will be made viewable on the conference website and mobile app. Please make sure that all content (including spelling and grammar) is suitable for public reference.

Keep in mind that the proposal reviewers may not know you or your reputation or be familiar with the specific technologies, models or instructional strategies you are addressing. Be sure to provide sufficient detail including full names (not acronyms) and brief descriptions of all such elements in their proposal summary so reviewers can evaluate the relevance and usefulness of the information to attendees.

Specifically, reviewers will evaluate your proposal for its:

- Relevance of the topic to the educational technology field and ISTE audience.
- Educational significance and contribution to the respective topic.
- Degree to which higher-/second-order applications of technology are addressed.
- Ease of replication.
- Value to participants.
- Presenter knowledge and experience.

NOTE: To expedite the online submission process, we recommend that you first draft your proposal summary responses in another application, then copy and paste them here.

* PURPOSE AND OBJECTIVES

(Lecture, panel, snapshot, interactive lecture, poster, creation lab, workshop)

Please provide a detailed overview of the purpose and objectives of your presentation. Describe your objectives as participant outcomes (i.e., what will participants know and be able to do as a result of their participation, or what specific skills will be introduced and practiced). Also include, if appropriate:

- Educational or infrastructure challenge/situation.
- Technology intervention (include specific names/titles and descriptions if tools are not widely known and available).
- Models employed (include brief description).
- Lesson plans or instructional activities/strategies employed (include a brief description of your instructional electronic resources or tools used).
- Evidence of success.

* OUTLINE

(Lecture, panel, snapshot, interactive lecture, creation lab, workshop)

Provide a detailed outline of your presentation, including:

- **CONTENT AND ACTIVITIES:** What content will be presented and/or in what activities will the audience participate?
- **TIME:** How much time will be spent on each content component?
- **PROCESS:** Include specifics on the frequency and tactics you plan to use to engage the audience (e.g. peer-to-peer interaction, device-based activities, games or contests, etc.).

Posters: Clarify exactly what you intend to share/demonstrate through electronic and/or print media.

* LEARNER OUTCOMES

What will attendees learn and what will they take away from attending your session? Describe any new ideas or strategies attendees will learn, or products attendees will create in your session.

* SUPPORTING RESEARCH

(Lecture, panel, snapshot, interactive lecture, poster, creation lab, workshop)

List any articles, books, websites, recognized experts or other documentation that supports the importance of the session topic and/or the practices/information being presented.

* PRESENTER BACKGROUND

(Lecture, panel, snapshot, interactive lecture, poster, creation lab, workshop)

List each presenter's qualifications and experience with the session topic. Be sure to include any previous presentations on this or similar topics.

PROPOSAL SUMMARY (Research paper)

Your completed proposal should describe your study in as much detail as possible without exceeding 2,000 words (excluding references). It should not include any references that would reveal the identity of the author(s). Proposals will be judged via a double-blind peer review and evaluated based on:

- Clearly stated and well-conceived research objectives.
- Current and well-articulated perspectives or theoretical framework.
- Appropriate and well-executed research methods.
- Well-grounded results (or expectations).
- Well-written proposal (clear writing style, organization, clarity of ideas and expression).
- Importance of study (timeliness, advances the field).

NOTE: For accepted proposals, this summary information will be viewable on the conference website and mobile app. Please make sure that all content (including spelling and grammar) is suitable for public reference. We encourage presenters to create an infographic or visual file representing their research findings (examples will be provided to those accepted). Final papers should be completed and uploaded between mid-April and early June.

*** PURPOSE AND OBJECTIVES** (Research paper)

What are the objectives or purposes of your research?

*** PERSPECTIVE OR THEORETICAL FRAMEWORK** (Research paper)

What perspective(s) or theoretical framework does your research follow or embody?

*** RESEARCH METHODS** (Research paper)

Describe your research, including a detailed description of design, data sources and methods of analysis, such as how you selected participants and the types of questions you asked.

*** RESULTS OR EXPECTATIONS** (Research paper)

Describe your results or your expectations in cases where the results are not complete.

NOTE: For proposals without finalized data, please note this clearly in your proposal. Be sure to provide evidence that the research is well-conceived, underway and likely to be fully implemented and completed. You can still be considered for a research session.

*** EDUCATIONAL OR SCIENTIFIC IMPORTANCE** (Research paper)

Describe the educational or scientific importance of your study.

*** WHEN YOU DO EXPECT TO HAVE YOUR DATA COLLECTED?** (Research paper)

*** REFERENCES** (Research paper)

List your references.

LOGISTICS

* ATTENDEE DEVICES

- Devices are not needed/used in this session.
- Devices may be useful, but they are not required for this session.*
- Devices are required to effectively participate in this session.*

*If devices are needed, check any of the following that apply:

Laptop

Chromebook Mac PC

Tablet

Android iOS Windows

Smartphone

Android iOS Windows

ATTENDEE ACCOUNTS, SOFTWARE AND OTHER MATERIALS

Please list any software, apps or accounts attendees should have loaded on their devices (including download URLs, if applicable) to best participate in your session. Also include other equipment/materials to bring.

* ALTERNATIVE ROOM SETTING

(Interactive lecture, creation lab, workshop)

Does your presentation need an alternative room setting/nontraditional lecture setting? If yes, please describe.

- Yes No

* FLEXIBLE LEARNING ENVIRONMENT

(Lecture, panel, snapshot, interactive lecture, creation lab, workshop)

Does your content focus on or highlight teaching within a flexible learning environment?

- Yes No