

CALL FOR PROPOSALS GUIDELINES

SUBMISSION TYPES

• **Interactive Session**: One hour; individual or group.

• **Paper Presentation**: One hour; individual or group; 45 minute presentation; 15 minute

question and answer session.

• **Poster Session**: Individual or group; posters will be displayed the morning of

March 17; presenters need to be available from 8:00-9:00 a.m. for

questions.

PROPOSALS MUST INCLUDE

1. Cover page

a. Title of Proposal

- b. Type of Submission choose one:
 - Interactive Session
 - Paper Presentation
 - Poster Presentation
- c. Lead Presenter
 - Name
 - University/Institution/Organization/School District
 - Email
 - Phone Number
 - Fax Number
- d. Additional Presenters: (include information outlined in "c" above)
- 2. Description of Presentation: Maximum of one page, double-spaced describing the presentation or research and include:
 - Paragraph explaining how the presentation connects to the theme of Conference;
 - Paragraph explaining how you plan to organize the session and present the information (PAPER/PANEL/MULTI-PRESENTERS OR SOLE PRESENTER);
 - Paragraph explaining the presentation's value to the conference;
 - Description of your research, practice and insight.
- 3. Submit proposals electronically to jalhamisi8939@marygrove.edu

PROPOSAL DEADLINE: FEBRUARY 1, 2012