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NAAEE Annual Conference

2022 Draft Proposal Form

Submission Deadline: April 29, 2022

Before completing your proposal, please be sure to read the [**Annual Conference Call for Presentations**](https://conference.naaee.org/conference-CFP), which describes what reviewers are looking for this year, and explains many of the options below.

**Completing this form is optional.** To streamline your online submission process, you can draft your proposal using this form, save it on your computer, and transfer (cut and paste) the information to the online submission form.

**To use this form, click INSIDE the gray boxes**

**and type your entries.**

Tips for Preparing Your Proposal

* Be innovative and creative! This is a competitive process and reviewers are looking for sessions that will push our collective thinking about environmental education.
* Provide enough detail about your session to give reviewers a clear picture of what will happen in your session.
* Avoid abbreviations and acronyms, which may not be familiar to reviewers or conference participants.
* Comply with word limits. NAAEE reserves the right to edit your entries for length or clarity.

Strand and Session Format

**1) Check the strand with which your presentation best aligns. Please do not submit the same or similar proposal to more than one strand.**

Advancing Civic Engagement and Sustainable Communities

Building Leadership for Environmental Literacy

Connecting with Nature

Conservation and Environmental Education

Green Schools, Universities, and Vocational Institutions

Linking Research and Practice to Increase Impact

**2) Check the session format most appropriate for your proposed session. Note that there are both in-person and virtual options, and that some session formats are restricted to one delivery option. Session lengths may vary depending on whether the session is in-person or virtual.**

Bright Spot (10 minutes, virtual)

Hands-On Presentation (90 minutes, in-person)

Poster Presentation (in-person)

Roundtable Discussion (40 minutes, in-person)

Symposium (90 minutes, in-person; 60 minutes, virtual)

Traditional Presentation (40 minutes, in-person; 30 minutes, virtual)

Workshop (3½ hours in-person or virtual)

Information About Your Proposed Session

**1) Title**

* Your title should clearly describe your session and is **limited to 10 words**.
* Use Book Title Style (uppercase first letters). Please do **not** enter your title in all caps.
* NAAEE may edit your title for length or clarity.

🡺Click inside the gray box to enter your title:

**2) Summary**

* This summary is your "marketing pitch" for your session and is **limited to 50 words**.
* Use clear and engaging language that will attract participants to your session.
* Only this summary will be included in the conference program if your proposed session is selected.
* NAAEE may edit your summary for length or clarity.

🡺Click inside the gray box to enter your summary:

**3) Description**

* This description should elaborate on your 50-word summary and is **limited to 350 words**.
* Reviewers use this description to evaluate your proposed session compared to the criteria detailed in the [Call for Presentations](https://conference.naaee.org/conference-cfp).
* Address *each* criterion in your session description, providing enough detail for reviewers to fully understand your plans.
* This description is used only by reviewers and is not included in the Conference program.

🡺Click inside the gray box to enter your description:

**4) Keywords**

Select **up to three** of the following keywords for your proposed session. Conference participants will be able to search the mobile app for these tags.

Adult education

Arts

Civic engagement

Climate change education

Early childhood

Elementary school programs

Gardening and food systems

Graduate student research

International EE

Justice, equity, diversity, inclusion, and accessibility

Leadership and capacity building

Middle & high school programs

NGSS/Common Core

Spirituality

STEM

Traditional knowledge

Underserved audiences

University programs

Young professionals

**5) Delivery Option**

Indicate your choice of delivery method from the available options in the dropdown menu. Some formats are restricted to one delivery option, and session length may vary depending on whether the session is in-person or virtual.

**Note:** Available options are indicated in the chart below.

In-person

Virtual (pre-recorded)

|  |  |  |
| --- | --- | --- |
| **Session Format** | **Available Delivery Options** | |
| **In-Person Sessions**  *Scheduled for delivery at the conference in Tucson* | **Virtual Sessions**  *Prerecorded and submitted by September 16 as mp4 files* |
| Bright Spot |  |  |
| Hands-On Presentation |  |  |
| Poster Presentation |  |  |
| Roundtable Discussions |  |  |
| Symposium | (90 minutes) | (60 minutes) |
| Traditional Presentation | (40 minutes) | (30 minutes) |
| Workshop |  |  |

**6) Alternative Presentation Options**

Virtual Prerecorded Alternative

If your proposal is not selected for the in-person program, check here if you would like to be considered for a prerecorded on-demand virtual session of the same format. (Note: Depending on the format, this may entail complying with shorter session lengths.)

Live Virtual Alternative

If your proposal is accepted for the virtual program, check here if you would like to be considered for the limited number of virtual sessions that will be scheduled as live (via Zoom) presentations during regular conference hours (8:30 AM–5:00 PM Mountain Standard Time)

**7) Workshop Format Details**

**This section does not apply to all session formats. Complete this section only if you selected "workshop" under preferred format.**

Workshops will be held before the start of the conference and may be offered as in-person (October 12) or virtual sessions (October 10–11). Virtual workshops will be held live via Zoom and do not need to be prerecorded and submitted in advance.

Workshops require advance sign-up and an additional nominal registration fee. They are subject to cancellation if the designated minimum group size is not met. Groups can also be limited to a maximum number of participants to ensure effective management.

NAAEE cannot cover costs for workshop materials or presenter fees, travel, or accommodations.

* **Minimum Group Size**

🡺Click inside the gray box to enter your minimum group size (typically 8-10 people):

* **Maximum Group Size**

🡺Click inside the gray box to enter your maximum group size (typically, but not limited to, 35–50 people):

**Presenter Information**

* **Important notes about presenters:**
  + You must have an eePRO account (eePROfile) and be logged in on the NAAEE website in order to submit an online proposal for the conference.
  + As the person submitting the proposal, your name will appear automatically in the online proposal form. Any additional presenters that you want to add to the proposal must also have eePROfiles on NAAEE's website and those accounts must also be linked to the online submission system **before** you will be able to add their names to your online proposal.
* **Adding presenters to the system is a two-step process.** 
  + **Step 1:** To create an eePRO account on the NAAEE website, go to [naaee.org](https://naaee.org) and click on "log in." Select the link to "create an account." (Note: Creating an account is not the same as becoming a member of NAAEE.) Use your email address as your login and provide the information requested.
  + **Step 2:** To add the new account to the conference proposal system (All Academic) **click the "Edit/Submit a Proposal" link** on your new eePROfile page. This will take you to All Academic’s NAAEE home page and create the required "handshake" that connects the two systems.
  + Once the account is created and linked, you can complete your proposal by adding the individual(s) to your presenter list. If both steps have been completed correctly, the individual(s) will now appear when you enter the last name in the search box, and you can add them to your session.
* The All Academic conference system draws names, affiliations, and email addresses from the eePRO database on NAAEE's website. Make any corrections or updates to this information in eePRO and be sure to re-link the eePROfile to All Academic by clicking "Edit/Submit a Proposal."
* Once you are sure each person has an eePROfile that is linked to All Academic, list the names of all individuals associated with your session and make sure each person has created an eePROfile and linked the profile to All Academic, as described above.

🡺Click **inside** the gray boxes to enter each presenter and identify their role.

Name:

Role (Check One):  Presenter

Moderator

Name:

Role (Check One):  Presenter

Moderator

Name:

Role (Check One):  Presenter

Moderator

Name:

Role (Check One):  Presenter

Moderator

Name:

Role (Check One):  Presenter

Moderator

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Role (Check One):  Presenter

Moderator

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Role (Check One):  Presenter

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Name:

Role (Check One):  Presenter

Moderator

Name:

Role (Check One):  Presenter

Moderator