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NAAEE Research Symposium

2022 Draft Proposal Form

Submission Deadline: April 29, 2022

Before completing your proposal, please be sure to read the [**Research Symposium Call for Presentations**](https://conference.naaee.org/research-symposium/RS-CFP), which describes this year’s review criteria and explains many of the following options.

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

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

**and type your entries.**

**Tips for Preparing Your Proposal**

* The Research Symposium emphasizes the ***process*** of doing EE research. Only poster submissions should focus on specific research projects; proposals for all other formats should focus on broader questions of process or impact.
* Be innovative and creative! This is a competitive process, and reviewers are seeking sessions focused on the process and impacts of doing research that will advance our collective thinking related to environmental education.
* 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.

**Session Format**

**1) Check the session format most appropriate for your proposed session:**

The 2022 Research Symposium is a hybrid event; sessions may be delivered in person in Tucson or virtually. While you may submit different proposals for both the in-person and virtual programs, you must select one option per proposal. You may not submit the same or very similar proposals for both delivery options. Some formats are restricted to one delivery option. (Session format are described in the [Call for Presentations](https://conference.naaee.org/research-symposium/RS-cfp).)

Research Panel (45 minutes, in-person, virtual live, or virtual prerecorded)

Research Poster (In-person, on-demand)

Research Presentation (10 minutes, virtual prerecorded)

Research Roundtable (45 minutes, in-person or virtual live)

Research Workshop (60 minutes, in-person or virtual live)

**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 and 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.
* Research posters may share findings from completed research; panel and roundtable presentations should focus on discourse of broader questions of research process or impact, and workshops should provide guidance on research practice.
* If your proposed session is selected, this summary will be included in the Research Symposium program to help attendees make their session choices.
* 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 500 words**.
* Descriptions should explain the proposed topic, describe the perspectives presenters bring to the topic, and cite research literature that informs the topic.
* Reviewers use this description to evaluate your proposed session. They will compare your description with the criteria detailed in the [Call for Presentations](https://conference.naaee.org/research-symposium/rs-cfp). Please address *each* criterion in your session description, providing enough detail for reviewers to fully understand your plans.
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🡺Click **inside** the gray box to enter your description:

**4) Keywords**

Select up to three of the following keywords for your proposed session. Participants will be able to search on these tags in our program app.

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 (live)

Virtual (prerecorded)

|  |  |  |  |
| --- | --- | --- | --- |
| **Session Format** | **Available Delivery Options** | | |
| **In-Person** | **Virtual** | |
| *Scheduled for delivery during the symposium in Tucson* | **Virtual Live**  *Scheduled for live delivery via Zoom during the symposium* | **Prerecorded**  *Prerecorded as mp4 files and submitted by September 16* |
| Research Posters |  |  |  |
| Research Roundtables |  |  |  |
| Research Panels |  |  |  |
| Research Presentations |  |  |  |
| Research Workshops |  |  |  |

**6) Alternative Presentation Option**

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.)

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 Research Symposium.
  + As the person submitting the proposal, your name will appear automatically in the online proposal form. Any additional presenters that you wish to add to the proposal must also have eePROfiles on NAAEE's website, and those accounts must 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 identify each person's role in the session.

🡺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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Moderator

Name:

Role (Check One):  Presenter

Moderator