****

**NAAEE Annual Conference**

**2024 Draft Proposal Form**

**Proposals Due by: April 26, 2024**

Before completing your proposal, please be sure to read the [Annual Conference Call for Presentations](https://conference.naaee.org/conference-CFP-2024), 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 (copy 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**

* 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 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. Note: Submitting identical or nearly identical proposals in more than one strand will not increase your chances of selection and is strongly discouraged.

Advancing Civic Engagement and Sustainable Communities

Educating for a Changing Climate

Conservation and Environmental Education

Enhancing Environmental Education in Formal Settings

Connecting with Nature

Building Leadership in Environmental Education

2) Select the most appropriate format for your proposal. All sessions will be presented at our in-person gathering in Pittsburgh; the length and structure vary by format.

Bright Spot (10 minutes)

Hands-On Presentation (90 minutes)

Poster Presentation

Roundtable Discussion (40 minutes)

Symposium (90 minutes)

Traditional Presentation (40 minutes)

Workshop (3½ hours)

**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) Alternative Presentation Format**

Selecting an alternative presentation format is optional, but may enhance your chances of having your proposal selected for the conference program. NAAEE accepts a limited number of workshop, symposium, hands-on, and traditional presentation proposals. However, we may be able to accommodate these proposals in alternative formats where more session slots are available.

Important Note: Accepting an alternative format entails changing your presentation and your session summary to meet the requirements of the new format. Before marking these boxes, please review the format descriptions and make sure you are willing to make these changes.

Please check only those options you would like us to consider if your session is not accepted in your original choice of format.

|  |
| --- |
| Bright Spot  Poster Presentation |

**6) Workshop 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 onsite in Pittsburgh on November 6 before the start of the conference.

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**

Your name should now be listed as a presenter in the table below. To add presenters, follow the instructions under "Add/Search for Presenters by Last Name" (below).

* Presenters are automatically listed alphabetically in our mobile app program.
* All presenters and moderators listed here must register for the conference or research symposium by September 13. Because NAAEE is a nonprofit organization dependent on conference registration fees, there are no registration waivers or discounts for presenters.
* To recognize contributors who are not attending the conference or research symposium, select the “non-attending contributor” role.
* If you are the session contact but not a presenter for this session, you must add at least one presenter before removing yourself from the presenter table.

**Step 1. Add/Search for presenters by last name.**

* Enter the new presenter's last name in the search box on the right. If the individual already has an All Academic profile, the name, email address, and affiliation will appear in a new table below. Select "Add" in the "Action" field to add the individual to your list of presenters.
* If no match appears, you need to create an All Academic profile for the individual. Click on "Add Unlisted Participant" at the bottom of the page. Add the name, email address, and affiliation. The system will generate a user name and password, and the individual will receive a notification email.
* The added presenter will immediately appear in your presenter list.
* Repeat this process for each person you wish to add to your proposal.
* To acknowledge contributors who are not attending the conference, follow the same procedures as above, selecting non-attending contributor as the role.

**Step 2. Accept and continue.**

When your session is fully populated, click “Accept and Continue.”

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

Name:

Affiliation:

Email Address:

(Note: Use the same email address here and for conference registration.)

Role (Check One):  Presenter

Moderator

Non-Attending Contributor

Name:

Affiliation:

Email Address:

(Note: Use the same email address here and for conference registration.)

Role (Check One):  Presenter

Moderator

Non-Attending Contributor

Name:

Affiliation:

Email Address:

(Note: Use the same email address here and for conference registration.)

Role (Check One):  Presenter

Moderator

Non-Attending Contributor

Name:

Affiliation:

Email Address:

(Note: Use the same email address here and for conference registration.)

Role (Check One):  Presenter

Moderator

Non-Attending Contributor