

**NAAEE Research Symposium**

**2024 Draft Proposal Form**

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

Before completing your proposal, please be sure to read the [Research Symposium Call for Presentations](https://conference.naaee.org/research-symposium/RS-CFP-2024), 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 (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**

* The Research Symposium encourages proposals about in-progress research projects or discussion topics related to the research process.
* 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**

Click on the session type to select the most appropriate format and delivery option for your proposed session. All sessions will be presented virtually.

Research Panel

Research Poster

Research Roundtable

Research Workshop

**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.
* Only this summary will be included in the Research Symposium 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 500 words.
* Descriptions for discussion formats and workshops should describe the proposed topic for discussion, describe the perspectives presenters bring to the topic, and cite research literatures that inform 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.
* This description is used only by reviewers and will not be included in the Research Symposium program.

🡺Click inside the gray box to enter your description:

**4) Keywords**

Select up to three of the following keywords for your proposed session. Symposium participants will be able to search on these tags in our conference 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

**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.

**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

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Affiliation:

Email Address:

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