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**NAAEE Annual Conference**

**2025 Draft Proposal Form**

**Submission Deadline: May 16, 2025**

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 (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 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.
* NAAEE seeks to avoid bias and maximize fairness in session selection by using a blind review process in which reviewers cannot see the presenters. Refrain from using any identifying information in your session summary and description.

**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.

[ ]  Enhancing Environmental Education in Formal Settings

[ ]  Conservation and Environmental Education

[ ]  Advancing Civic Engagement and Sustainable Communities

[ ]  Connecting with Nature

[ ]  Educating for a Changing Climate

[ ]  Building Leadership in Environmental Education

**2) Check the session format most appropriate for your proposed session. Note that some descriptions and session lengths have changed. All sessions will be presented virtually.**

[ ]  Bright Spot (10 minutes)

[ ]  Hands-On Presentation (60 minutes)

[ ]  Poster Presentation (10-minute option)

[ ]  Roundtable Discussion (40 minutes)

[ ]  Symposium (60 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 on all **principal** words). Please do **not** enter your title in all caps.
	+ **Example:** The Benefits of Environmental Education: Improved Performance in the Classroom
* 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.
* To facilitate a blind review process (presenters unknown to reviewers), do not include any identifying information.

🡺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.
* To facilitate a blind review process (presenters unknown to reviewers), do not include any identifying information.

🡺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**

Each session format is restricted to one delivery option—either live sessions or prerecorded (on-demand) sessions. You will need to select the appropriate option in the dropdown bar below.

**Live Sessions (Workshop, Symposium, Hands-On, Traditional, Roundtable):**

* Scheduled once on November 4, November 5, or November 6 and presented live via Zoom during regular event hours (11:00 AM–6:00 PM Eastern Standard Time)
* The majority of presenters must be available to interact in real time with attendees
* May include one or two prerecorded segments, in particular to help accommodate international presenters in different time zones
* All sessions (except workshops) will be recorded for on-demand viewing after the conference

**On-Demand Sessions (Bright Spot, Poster):**

* Prerecorded sessions available throughout the conference for asynchronous viewing at any time without a scheduled presentation time
* Presenters must be registered conference participants but do not need to be in attendance
* Presenters will need to submit prerecorded mp4 files by September 15 to allow time for processing
* On-demand session recordings will continue to be available for viewing after the conference

Select (Only options appropriate to your selected formats will appear):

[ ]  Live

[ ]  Prerecorded

**6) Alternative Presentation Format**

If your proposed session is not selected for the live program, we may be able to accommodate your proposal as a prerecorded on-demand session. Selecting an alternative presentation option may enhance your chances of having your proposal selected. This opion requires submitting an mp4 file by September 15.

[ ]  Check here if you wish to be considered for a prerecorded 10-minute session as an alternative to your live presentation.

**7) 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 scheduled as virtual live sessions throughout October prior to the full conference (dates to be determined).

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. To ensure effective management, groups can be limited to a maximum number of participants. Virtual workshop attendance typically varies from about 8 to 30 people, though some have exceeded 75 people.

NAAEE cannot cover costs for any additional workshop materials and any recommended materials must be disseminated to participants electronically by the workshop presenter.

* **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 and moderators are automatically listed alphabetically on our conference platform.
* All presenters and moderators listed here must register for the conference or research symposium by September 15. Because NAAEE is a nonprofit organization dependent on registration fees to fund these events, there are no registration waivers or discounts for presenters.
* To recognize contributors to your work 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.”

**Presenter List:**

🡺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