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**NAAEE Research Symposium**

**2025 Draft Proposal Form**

**Submission Deadline: May 16, 2025**

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

* 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 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.

**Session Format and Delivery Option**

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

[ ]  Live Session—Panel

[ ]  Live Session—Individual

[ ]  Live Session—Workshop

[ ]  Prerecorded Session

**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.
* Research poster summaries may share findings from completed research; panel 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, only 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.
* 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 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 compared to the criteria detailed in the [Call for Presentations](https://conference.naaee.org/research-symposium/call-for-presentations).
* 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) Alternative Presentation Option**

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.

**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