



A Technology Conference for Teaching and Learning in Higher Education

June 23 & June 24, 2021

Proposal Submission Information & Guidelines

Thank you for your interest in submitting a presentation proposal at the RECAP Conference.

WHAT IS RECAP?

The RECAP Conference is an annual event showcasing the use of technology to enhance teaching and learning in higher education. Following its mission, the conference provides a forum that fosters sharing best practices and innovations, encourages collaboration and addresses current topics of interest in the use of technology in the classroom. Participants find the conference to be a great opportunity to learn, meet peers and gain inspiration in new ways to incorporate technology into their courses.

Given the recent events this year, our conference theme will be focused on continuity of business and instruction, flexible course planning and design, and reinforcing student success.

WHAT IS THE SCHEDULE?

RECAP will be held on June 23 and June 24, from 8:45am to 12:00pm both days.

- Day One, via Zoom, we welcome our Keynote presenter, Dr. Tracie Addy and two additional, 45-minute live presentations.
- Day Two, we continue our conference with three, 45-minute live presentations.

HOW DO I SUBMIT A PRESENTATION PROPOSAL?

[Complete and submit a Conference Proposal adhering to the RECAP Conference Guidelines](#)

CAN A PRESENTATION PROPOSAL BE SUBMITTED AS A TEAM?

Yes, however, the lead presenter should complete the presentation proposal and include co-presenter's details.

WHAT ARE THE DUE DATES?

- **Presentation Proposal submissions** are due by **Friday, June 4, 2021.**
- On June 15, 2021, if selected, you will receive an Email confirmation with further directions for preparing for a live session.
- All presenters must register for RECAP (no fee).



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COMPLETING THE PRESENTATION PROPOSAL SUBMISSION FORM

Your presentation proposal submission should address Continuity of Business and Instruction, flexible course planning and design, and reinforcing student success

CONSIDER SESSION TOPIC(S) Select a topic(s) from one of the RECAP Conference topics

Primary consideration given to the following topics*

- Teaching During COVID and Beyond*
- Supporting student and faculty success*
- Technology access*
- Health and family issues*
- Structural inequalities*
- Technology tools*
- Best practices for student engagement*
- Behavior, etiquette, privacy*
- Best practices for content delivery*
- Student Assessment*

Additional Presentation Topics

- Active Learning Spaces
- Adaptive/Assistive
- Analytics and Data Informed Decision Making
- Augmented Reality/Virtual Reality Course Design
- Creativity and Maker Spaces
- Emergent Technologies
- Mobile Learning/Social Media/Cloud Computing
- LMS Innovation, Techniques, and Strategies
- Teaching Writing Online
- Technology/Universal Design for Learning/Accessibility

COMPLETE PROPOSAL FORM

When completing the online submission form, you will need to enter details about the presentation

- ❖ **Primary Presenter** Contact Information & Bio (Limit 75 words)
- ❖ Is this **First Time Presenting** at RECAP? If no, provide dates if available
- ❖ **Co Presenter(s)** Contact Information and Bio (Limit 75 words)
- ❖ **Session Topic(s)**
- ❖ **Session Title** (Limit to 12 words)
A descriptive title that can stand alone and gives a clear idea of what the session is about.
- ❖ **Session Abstract** (Limit 50 words)
An enticing, concise session description to appear exactly as submitted on the conference program.
- ❖ **Learning Outcomes** (Limit 30 words)
State what the audience will gain from presentation to appear on conference program.
- ❖ **Presentation Proposal Summary** (Limit 400 words)
A summary of your presentation, to be used for a blind peer-review selection process. Elaborate on the content of your session, its purpose, significance to the selected theme, relevance to educational technology. For sharing/demonstration sessions, describe the innovative practice to be exemplified.
- ❖ **Actionable Item** – Be prepared to submit a document that includes directions or steps to follow, a worksheet, a set of resources, etc. This document will be due when you submit your presentation.
- ❖ **Presenter(s) Photo Upload** (at least 200x200 pixels in jpg, png, gif formats)

SUBMIT PRESENTATION PROPOSAL

- ❖ If your proposal submission was selected for the live presentations, you will receive an email confirmation on June 15, 2021. If you are selected for the live presentation, you will be expected to be available on June 23 or June 24 and present via Zoom and must register for the conference (no fee).

CRITERIA FOR EVALUATING PROPOSALS

- ❖ The session aligns with the scope of one of the conference topics, with clearly stated objective(s) of the session and description of what will be presented and an actionable item is provided and relevant to the session and conference scope.