



A Technology Conference for Teaching and Learning in Higher Education

## Conference Proposal Guidelines

Thank you for your interest in submitting a proposal to present at the RECAP Conference. Please be sure the session addresses innovative examples of using technology in teaching and learning. You may present on your own or with a colleague. Follow these steps to submit your proposal at <http://wcupa.edu/recap/>.

### 1. Choose a Focus

Choose an area of focus from one of the RECAP Conference themes.



#### **Designing Instruction: For Flipped, Blended or Online**

Flipped, Blended and Online instruction use technology to transform the way students learn. Sessions in this theme will illustrate strategies, tools and techniques to design and deliver instruction in these various formats.



#### **Engaging Students**

Engaging students in the learning process can result in a positive impact on learning outcomes. There are many technology choices available in today's digital age that can bring students from the sideline into the game, increasing engagement and enabling student achievement. Presenters in this theme will explore all types of technology implementations and strategies they have used to engage students in today's digital education environment.



#### **Managing Content**

There are many resources available to provide content for our courses, digital, video, print, interactive and more. Sessions within this area of focus will showcase strategies for locating, curating, sharing and documenting the many different materials that we infuse into our courses. Possible topics include, use of intellectual property, curation and management of content, to creating content that can be "read" by all types of devices, accessible documents, and video streaming utilities plus more!



#### **Assessing Learning**

With an increase of assessment choices for instructors, a variety of techniques are used to evaluate learning outcomes. This theme exemplifies the many digital assessment tools that are being used to assess learning, including online testing, eportfolios, surveys, student response systems, rubrics and others.

### 2. Complete the Proposal Form

Complete and submit the online proposal form.  
<http://wcupa.edu/recap/>

When completing the online proposal form you will need to enter the following information:

- Presenter contact information and Bio (75 word limit)
- Co-Presenter name and Bio (75 word limit)
- Session Title – (Limit 12 words) a descriptive title that can stand alone and gives a clear idea of what the session is about.
- Abstract- (Limit 50 words/350 characters) an enticing, concise session description to appear exactly as submitted on the conference website and program.
- Learning Objectives (Limit 30 words) State what the audience will gain from this presentation.
- Presentation Proposal- (Limit 400 words) A summary of your presentation. Elaborate on the content of your session, its purpose, significance to the selected theme, relevance to educational technology.
- Technology Information – Are you bringing your own equipment or borrowing for the presentation?



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### 4. Hit Submit!

Notification of proposal acceptance will be available in March. Upon acceptance of a proposal, the presenter(s) must register for the conference. The conference fee will be waived.