A Technology Conference for Teaching and Learning in Higher Education

Thursday, May 16, 2019

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. **Proposals are due by Friday, February 22, 2019.** You may present on your own or with a colleague. Follow these steps to submit your proposal at http://wcupa.edu/recap/

CONSIDER THE SESSION FORMAT	Consider if you are presenting in a small group discussion, sharing/demonstration or a poster session.

- ❖ Demonstrate and discuss innovative educational strategies and technologies implemented
- ❖ Share tools and tricks to manage courses and workload
- ❖ Offer insight regarding technology, methods, questions used to guide and study research
- ❖ Presentations are 45 minutes and may be conducted in formats such as hands on, demonstration, discussion, presentation, panel or poster session

CONSIDER SESSION TOPIC(S)	Choose a topic(s) from one of the RECAP Conference topics or provide your own.

- ❖ Active Learning Spaces
- ❖ Adaptive/Assistive
- ❖ Analytics and Data Informed Decision Making
- ❖ Augmented Reality/Virtual Reality
- ❖ Course Design including Face to Face, Hybrid, Blended and Online
- ❖ Creativity and Maker Spaces
- ❖ Emergent Technologies
- ❖ Learning on the Go - Mobile Learning/Social Media/Cloud Computing
- ❖ LMS Innovation, Techniques, and Strategies
- ❖ Student Assessment/Student Engagement
- ❖ Teaching Writing Online
- ❖ Technology/Universal Design for Learning/Accessibility
- ❖ Topic of your choice

COMPLETE PROPOSAL FORM	When completing the online proposal 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)**
- ❖ Do you want to be considered for a **Poster Session**? (yes/no)
- ❖ **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 website and program.
- ❖ **Learning Outcomes** (Limit 30 words)
  State what the audience will gain from this presentation. This information will be published with the abstract.
- ❖ **Presentation Proposal Summary** (Limit 400 words)
  A summary of your presentation, to be used for a blind peer-review conference session selection process. Elaborate on the content of your session, its purpose, significance to the selected theme, relevance to educational technology. For small group discussion sessions include a description of the topic, issue or innovative idea to be discussed. For sharing/demonstration sessions, describe the innovative practice to be exemplified.
- ❖ **Attendee Engagement** (Limit to 400 words)
  For group discussion sessions, include a description of the topic, issue or innovative idea to be discussed. For sharing/demonstration sessions, describe the innovative practice to be exemplified.
- ❖ **Presenter and Attendee Technology Requirements**
- ❖ **Presenter(s) Photo Upload** (at least 200x200 pixels in jpg, png, gif formats)

CLICK SUBMIT	Notification of proposal acceptance will be available in early April 2018.

- ❖ Upon acceptance of proposal, the presenter(s) must register for the conference and the conference fee will be waived.

CRITERIA FOR EVALUATING PROPOSALS	Proposals will be evaluated based on the following criteria during a blind review process.

- ❖ The session aligns with the scope of one of the conference session themes.
- ❖ Clearly stated objective(s) of the session and description of what will be presented or discussed.
- ❖ Clearly stated participant learning outcomes.
- ❖ Relevance of the session to the purpose of the conference.