AAEE Annual Conference

**2023 Draft Proposal Form (this matches what will be on the submission form)**

**Submission Deadline: June 11, 2023 at 11:59pm**

Before completing your proposal, please be sure to read the **Annual Conference 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.

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. AAEE reserves the right to edit your entries for length or clarity.

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.

**☐** Moving Research to Practice

☐ Leadership and Mentoring the Next Generation

☐ Building Engaging and Memorable Presentations

☐ Enriching Accessibility in Environmental and Outdoor Education

☐ Challenging Conversations in the Field

**2) Check the session format most appropriate for your proposed session. Note that some descriptions and session lengths have changed.**

☐ Lightning Round (8 minutes)

☐ Hands-On or Traditional Indoor Presentation (45 minutes)

☐ Poster Presentation (10 minutes)

☐ Workshop with optional outdoor component (90 minutes)

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). Please do **not** enter your title in all caps.
* AAEE may edit your title for length or clarity.

**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.
* AAEE may edit your summary for length or clarity.

**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://naaee.org/conference).
* 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.

**4) 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. **These options require submitting an mp4 file by August 1.**

Please check those options you would like us to consider if your session is not selected for the live program.

☐ On-demand in the requested live session format (Presentations only)

☐ On-demand Lightning Round

Presenter Information

* All presenters must register for the conference by the Early Bird Deadline. Because AAEE is a nonprofit organization dependent on conference registration fees, **there are no registration waivers or discounts for presenters**. However, we will have scholarships available for anyone in need. Please review that information when it becomes available with the release of the registration.

**Lead Presenter’s by Last Name, First Name**

Lead Presenter’s Organiziational Affiliation (if applicable):

Lead Presenter’s Title:

Lead Presenter’s Email Address:

(Note: Use the same email address here and for conference registration.)

**Presenter’s by Last Name, First Name**

Presenter’s Organiziational Affiliation (if applicable):

Presenter’s Title:

Presenter’s Email Address:

(Note: Use the same email address here and for conference registration.)

**Presenter’s by Last Name, First Name**

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