

Proposal Submission Form Instructions and Details

2012 IAEA CONFERENCE SCHEDULING HIGHLIGHTS

The 2012 conference, **ARTLINKS**, will be held at the **Hilton Hotel** in Lisle, **November 1-3, 2012**.

Presentations will be scheduled in the hotel and at other off-site locations. Breakout rooms in the Hilton can accommodate between 20 – 50 participants, depending on the room assignments. We are planning to set up all rooms in the “classroom” format which means there will be tables and chairs in the rooms facing the presenter. Each room will be equipped with a projection screen and a table or electric cart that will hold a slide projector or LCD projector. **PRESENTERS MUST BRING THEIR OWN AV EQUIPMENT.** Presenters must use the [official 2012 proposal form](#) – there have been some changes made on the 2012 form. Please provide all information requested – we use the forms to determine where presentations will be scheduled. This is very important because we have to check that people who are presenting with another person or group are not scheduled at the same time, and the teachers whose students have work in the Student show are not scheduled for Saturday morning. We try to schedule WORKSHOP presentations so that presenters have time to set up and clean up before and after their session. Once your proposal has been received and accepted, you will be notified and contacted if we need any additional information. If you want to give more than one presentation, you must submit separate proposals, but the forms can be submitted together. Only WORKSHOPS will be PRE-REGISTERED for 2012 (both those with fees and/or participant limits and those without conditions.) The 2012 proposal form that is currently included in the 2011 conference program, published in the fall IAEA Mosaic issue, posted on the IAEA website and linked in IAEA’s “Bits and Pieces” is a **MAIL-IN form**. You will be able to download the PDF form from the website and B&P. *Starting in January, 2012, the ON-LINE version of the proposal form will be available.*

All lead presenters must be current IAEA members at the time that they submit proposals AND during the 2012-2013 IAEA membership year – lapsed members or non-members will have proposals returned to them.

PRESENTATION REQUIREMENTS

- **Lead presenter:** You must be a current IAEA member at the time of proposal submission AND at the time of the 2012 conference. You must also register for the 2012 conference. List your name on the proposal form as you want it to appear in The Mosaic and in the conference program.
- **Co-presenters:** Co-presenters are encouraged to register for the conference and be current members of IAEA. Co-presenters must be listed on the proposal form to be included in the description.
- **All presenters are volunteers:** There is no reduced registration rate for presenters. Presenters will cover the cost of their session/workshop expenses. This includes handouts, supplies, internet access fee and resources. If you are giving a workshop, you may include a “reasonable” workshop fee that can be included in the workshop description in The Mosaic and on the conference registration form. You will be reimbursed for your workshop expenses after the conference if you submit your workshop receipts – reimbursement will be limited to the funds that are paid by those who register for your session. You will receive the count of pre-registered participants after the early registration deadline to help you plan your supplies. You will be able to decide if you want to have your session remain closed with that early count or if you want to have your session open to on-site registration. Please note that there are NO computer labs in the hotel – if you wish pre-registered participants to bring their own supplies or technology equipment, this must be noted in your proposal (see note below in AV equipment.) For non pre-registered sessions, we will list **brief** specific notes in the Mosaic issue that pertain to your session. You may elect to have your materials (such as resources, lessons, handouts) posted on the IAEA website after the conference – you will receive information about this before the conference.
- **Completing the proposal form:** Make sure you complete the official 2012 proposal form – it is different from the 2011 form. We use this form to schedule the presentations. If anything changes about your proposal/s after you have submitted the form/s, you must contact Vicki Kanik immediately as we start the scheduling process after the March 15 deadline. Please include summer contact information to aid us in contacting you during the summer months.
- **Times for sessions and workshops:**
There are 4 time block options; shorter sessions allow 15 minutes between presentations:
 - 45 minutes block
 - 105 minutes block
 - 165 minutes
 - 90 minute block (for Friday night sessions only – there are a limited number of these sessions and they are usually allocated for our conference vendor workshops)
- **Presentation format choices:**
We are planning to have all breakout rooms set up “classroom style” with tables and chairs
- **AV Equipment:** Presenters must provide their own AV equipment (projectors) for their presentations. There will be access to electricity and wall projection screens or white walls in each room. If you need internet access (not usually needed for basic power point presentations), you must contact the hotel in advance to arrange and pay for internet service.

TIMELINE: *(submitters will receive additional information after their proposals are processed)*

- March 15, 2012** All proposals are due to Vicki Kanik by this date (mail in and online formats) Vicki’s address is included on the proposal form; her email address is = **vkantik2@aol.com**
- Spring 2012** Presenters will be notified that their proposals were received
- Summer 2012** Presenters will be notified about the status of their proposal/s and their tentative assignment/s. Any corrections or changes to the assignment must be sent to Vicki to be included in the summer Mosaic (conference issue) and the fall conference program
- August 2012** The publication date for the conference *Mosaic* and registration forms will be announced on the IAEA website and in Bits and Pieces

Mail-In Proposal Submission Form



Illinois
**Art Education
 Association
 Conference
 2012**
 November 1-3
**Hilton Hotel
 Lisle, Illinois**
ARTLINKS
 Making Connections

Presentation Title: _____

Lead Presenter: _____
Lead presenter must be a current member of IAEA at the time of proposal submission and during the conference year, 2012-2013

Co-Presenters: _____

Presentation Format: (check one) Workshop (classroom with hands-on format)
 Workshop (classroom with mainly demonstration format)
 Session

Presentation Time Block: (check one) 45 Minutes 165 Minutes (Daytime Workshop)
 105 Minutes 90 Minutes (Friday Night Workshop - limited openings)

Workshop participant limit: 15 20 25

Audience Level: (check all that apply) Elementary High School All Levels
 Middle School Higher Ed

State Goals: (check all that apply) 25A 26A 27A All Goals
 25B 26B 27B

Workshop Set Up: (check all that apply) Water Accessibility Needed Will Bring AV Equipment for Workshop
more information will be requested Student Assistant Needed Internet Access Needed
once the proposals are accepted *(presenter must contact hotel)*

Workshop Fee: No Yes \$_____ amount per person (based on full workshop)

You will be contacted about specific requirements for your session or workshop after your proposal has been received and accepted for the conference. **To help us plan the schedule, please answer these questions:**

Are you presenting with someone else in another session? No Yes

Name: _____

Are you willing to present your session or workshop a second time? No Yes

Are you submitting more than one proposal? No Yes

Are you planning to submit student work for consideration for the student art show?
(for scheduling purposes - the show will take place Saturday morning) No Yes

Presentation Description: (in 35 words or less - see 2011 conference *Mosaic* issue for examples of descriptions)

Lead Presenter Contact Information:

School Name (school where teaching or attending if a student): _____

School Address: _____

City: _____ State: _____ Zip+4: _____

Teaching Level/Job Alike Category (for lead presenter): _____

Mailing Address: _____

City: _____ State: _____ Zip+4: _____

Home Phone With Area Code: _____

Cell Phone With Area Code: _____

Work Phone With Area Code: _____

Email Address: _____

Summer Email Address (if different from above): _____

Mail, Fax OR email your proposal to VICKI KANIK by: **March 15, 2012**

(Use only ONE delivery format per proposal. You may submit more than one proposal at a time.)

MAIL TO:

Vicki Kanik
Conference On-Site Proposals
4088 Brady Street
Yorkville, Illinois 60560
Home Phone: (630/553-6759)

EMAIL TO: vkanik2@aol.com

FAX TO: 815-286-7505

INFORMATION CHANGES:

Please notify conference proposal chair if ANY of this information changes after you have submitted your proposal.

Copy of download this form and add your information to submit it as a **MAIL IN** proposal. The online submission form will be published on the IAEA website in **January, 2012**. If you wish to email this form, copy and scan it and then send as attachment to Vicki. You must include your name and "IAEA proposal" in the subject line so it is not viewed as spam.