# Mail-In SESSION Proposal Form

Make a copy of all materials submitted for your records.

**SESSION TITLE:** _____

**LEAD PRESENTER/S:** _____
*Must be current IAEA members by March 1, 2014 submission deadline and during the 2014 conference; presenter must also register for conference.*

**CO-PRESENTER/S:** _____

**NEW FOR 2014!: 30 MINUTE SESSIONS:** These can be used to DEMO an art lesson, technology lesson or shorter content presentation. 30 minute sessions are planned for Saturday afternoon only.

**SESSION time block preference:**
Check 1st choice. Write in "2nd" choice if willing to do alternative time block. We cannot guarantee time blocks, but we will try to match your preference.

☐ 45 Minutes          ☐ 30 Minutes *(Saturday Afternoon only)*
☐ 105 Minutes         ☐ 90 Minutes *(Saturday Afternoon only)*

**ARE YOU WILLING TO PRESENT IN AN ALTERNATE TIME?**          ☐ Yes          ☐ No

**ARE YOU WILLING TO PRESENT YOUR SESSION A SECOND TIME?**          ☐ Yes          ☐ No
Do you prefer your second session be assigned on the same day or a different day?   Explain: _____
_____

**SESSION PARTICIPANT LIMIT:** Breakout rooms start with 30 capacity; check 1st and 2nd choice if willing to present to larger audience *Room assignment depends on scheduling considerations.*          ☐ 30          ☐ 50          ☐ 80

**INFORMATION TO HELP US BETTER PLAN YOUR TIME BLOCK**

**Are you co-presenting with another participant?**     ☐ Yes     ☐ No     Name: _____

**Are you submitting more than one proposal?**     ☐ Yes     ☐ No     This is proposal:   ☐ #1     ☐ #2     ☐ #3
*LEAD presenters are limited to three total submissions.*

**Are any of your proposals for workshops?**          ☐ Yes          ☐ No

**Are you submitting work for the IAEA Student Art Show?**          ☐ Yes          ☐ No

**SPECIAL NOTICE REGARDING SESSIONS REQUIRING TECHNOLOGY:**
Use this SESSION Proposal Form for DEMO sessions only (for "participant involvement presentations," fill out the WORKSHOP Proposal Form and indicate you want to present an "Interactive Technology" workshop.) You must include details of your technology access requirements in the description section of the proposal form to help us assign your room. There may be a nominal fee for the **presenter** to cover additional bandwidth for the presentation *(charges are determined by the hotel – "basic" internet access is provided by IAEA.)*

**I am submitting a technology session proposal:**          ☐ Yes          ☐ No

**Specific technology needs for my session:** _____

**I am willing to pay a nominal "access charge" for use of hotel technology if necessary:**          ☐ Yes          ☐ No

**AUDIENCE LEVEL:**          ☐ Elementary       ☐ K-8          ☐ Higher Ed/Students       ☐ Retired
(check all that apply)          ☐ Middle School     ☐ High School     ☐ Museum Interest       ☐ All Levels

**SESSION DESCRIPTION:** *(in 35 words or less – be descriptive and concise!)* _____
_____
_____
_____

**CONTENT CATEGORY THAT DESCRIBES YOUR SESSION:** _____

**LEAD PRESENTER CONTACT INFORMATION:** School Name (if teaching or student): _____

School District or Employer : _____   Teaching Level or Job Alike Category: _____
                                                                                                    *(see membership form for job alike categories)*

School/Business Address: _____

City: _____   State: _____   Zip: _____

Home Phone With Area Code: _____

Cell Phone With Area Code: _____

Work Phone With Area Code: _____

Current Email Address: _____

Summer or Alternate Email Address : _____

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**66th annual**

Illinois
**Art Education Association Conference 2014**

**November 6-8, 2014**
**Sheraton Hotel**
Lisle, Illinois

Deadline to **mail** session proposal:
**Saturday, March 1, 2014**

Use this official proposal form.
Copy all materials for your records.

Send your proposal/s to **Vicki Kanik**
Use only ONE submission format from the following choices:

**MAIL TO:**
Vicki Kanik
4088 Brady Street
Yorkville, Illinois  60560
Home Phone:  630/553-6759

**FAX TO:**  815-286-7505

**EMAIL TO:**  vkanik2@aol.com
Scan completed printed form and email to Vicki.  Include **"IAEA Proposal"** in the subject line to avoid email going to SPAM folder.

**INFORMATION CHANGES:**
Please notify Vicki of any changes in your proposal after it is submitted.

Confirmation will be sent to all presenters in the spring verifying receipt of their proposal(s).