2014 MAIL-IN CONFERENCE PROPOSAL INSTRUCTIONS

66TH IAEA CONFERENCE   NOVEMBER 6-8, 2014   SHERATON HOTEL, LISLE

Proposal Submission Checklist:

- Read Proposal Instructions carefully – there are changes for 2014

- Read WORKSHOP proposal instructions for additional information

- Complete SESSION proposal or WORKSHOP proposal (submit separate forms for each proposal – can mail all forms together.) Limit: up to 3 proposals per LEAD presenter

- Submit mail-in proposal (or online proposal) by **March 1, 2014** (postmark date)

- ONLINE proposal form will be posted on the IAEA website by end of January

- Renew/or join IAEA by March 1, 204 if your membership is not paid for 2013-2014

- Apply to your school in spring 2014 for 2014 conference release time

- Check Bits and Pieces, winter and spring Mosaics and the IAEA website for conference proposal updates

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2014 IAEA Conference Proposal Instructions (for ALL presenters)

- Requirements for LEAD PRESENTERS:
  - Must be current IAEA members as of **March 1, 2014 for the 2013-2014 year** to submit a proposal for consideration
  - Must be current IAEA members for the 2014-2015 year to present at the conference
  - Must register for and attend the 2014 conference
  - Must meet proposal requirements and submit proposal/s by March 1, 2014

- Co-presenters do not have to be current IAEA members or register for the conference, but if not current IAEA members, they can only attend the session in which they are assisting.

- All presenters are volunteers and do not receive stipends.

- For workshops with a fee, presenters must save receipts to submit along with the reimbursement form to the IAEA business manager (see WORKSHOPS.)

- All presenters must bring their own AV equipment, including projector, power strip and extension cords. Contact proposal chair Vicki Kanik BEFORE the submission deadline if this is an issue. If your presentation involves Technology, you need to clearly state in the proposal what you will bring and what the participants are expected to bring to the presentation (see WORKSHOPS.)

- There are two kinds of WORKSHOP locations – ON-SITE in the Sheraton Hotel and OFF-SITE at nearby locations. More information about OFF-SITE locations will be published in the spring Mosaic.

- Only WORKSHOPS (including INTERACTIVE TECHNOLOGY workshops) will be included on the "Early Registration" form included with the conference registration (posted on the IAEA website in August.) Workshop presenters will receive their enrollment counts prior to the conference to help with planning supplies and room layout.

- All ON-SITE breakout rooms in the Sheraton Hotel are on the main floor – no lower level rooms. The Sheraton is the former Wyndham Hotel, located across the street from the Hilton in Lisle. Parking is free, and the Executive Meeting Center (EMC) is accessed from three exterior north side entrances as well as from the hotel lobby (south side of the complex.)

- Sheraton breakout rooms vary in size. Medium rooms accommodate up to 30 for sessions, and the larger rooms can hold up to 50 +. Workshops generally accommodate 12-24 people depending on the nature of the workshop and number of supply tables needed.

- Presenters may bring handouts, CDs and other resources to share with participants, and/or submit their presentations to be posted on the IAEA website after the conference. Presenters are not reimbursed for lessons or handouts unless included in the workshop fee.

- TECHNOLOGY: Participants will be able to access "basic" internet service in the breakout rooms (paid for by IAEA for group coverage.) More extensive usage will require presenters and participants to pay an additional fee. State what you will need in your presentation concerning internet access to help the schedulers determine room assignments. Most Power Point presentations do NOT require internet access. If your workshop involves interactive technology, you must clearly state what equipment participants must bring to the session (including if power cords for electrical hookup are needed.) You will be notified if an access fee will be added to the pre-registration ticket for your presentation. The internet access code for conferences is different from the public area code and guest room code, and will be published in the conference program and sent to presenters in advance.

- IAEA will determine the room assignments for the conference based on proposal content, room availability, audience level, the overall content strands, and the length of sessions/workshops in order to provide a balanced schedule.

- ON-SITE Sheraton breakout rooms will be provided with:
  - A projection screen
  - A table or cart to hold your projector
  - Tables and chairs set up in all rooms "classroom style" to accommodate both workshops and sessions
  - Table covers in rooms used for workshops (some sessions may also be held in workshop rooms – covers are to be cleaned and left in place on the tables for the entire conference)
  - Wall outlets to hook up projector and computers (plan on bringing your own power strip and extension cords unless otherwise notified.)
  - Walls may be used for limited display of lightweight posters and charts, etc. IF you use removable lo-tack materials (more information will be sent later about displays.) Presenters are responsible for the condition of their rooms.
  - Easels, flip charts, etc. are not included. Presenters may rent these materials in advance with the hotel.

- New room and content options for 2014 at the Sheraton:
  - Larger symposium room for panel presentations and larger focus group sessions. The room will be assigned by the planning team.
  - Shorter 30 minute time blocks for **Saturday afternoon** – good for demos and shorter sessions. If your presentation is flexible and it could be offered for 30 minutes OR 45 minutes, check both time block options. Also available are 90 minutes blocks for sessions Saturday afternoon.
  - "Interactive" TECHNOLOGY WORKSHOPS. These presentations require participants to bring their own digital devices to use. In the WORKHOP description, clearly state what participants must bring. You may have to include a minimal technology surcharge added to your presentation (amount to be determined.) The "Technology Fee" will be included on the "early registration" workshop form published in August.

SESSION AND WORKSHOP PROPOSAL FORM COMPONENTS:

Time Blocks: The following time blocks are in place for Friday and Saturday during the day, and for workshops Friday night. Note the changes for Saturday afternoon. Select your preferred time block on the proposal form. If you are flexible with your presentation and it could also be offered in a different time block, please indicate that as a second choice:

FRIDAY – Daytime:

• 45 minutes single block (15 minutes break between single blocks)

• 105 minutes (double block includes the 15 minute break)

FRIDAY – Night: 90 minutes block (limited number – vendors get 1st choice)

SATURDAY – Morning:

• 45 minutes single block (15 minutes between single blocks)

• 105 minutes (double block includes the 15 minute break)

SATURDAY – Afternoon:

• 45 minutes single block (15 minutes between single blocks)

• 105 minutes (double block includes the 15 minute break)

• 90 minutes block (session option added for 2014)

• 30 minutes session (new for 2014 – includes "demo" presentations)

Type of Presentation: Select the most appropriate category from the following for your proposal:

• **Session** (no hands-on; can be demo only; if it has technology focus - no interactive component)

• **Workshop** (includes hands-on and Interactive Technology)

• **Panel Presentation**

• **Roundtable** (multiple presenters with shorter presentations offered at same time in one block)

Content Category of Presentation (Sessions only): The general theme of the conference is "Student Learning and Growth". Presentations do NOT have to follow the theme, but many of the content categories reflect the conference theme. Select the one OR two categories that best describe the content of your session (workshops are a separate category.) If you have another suggestion that best describes your session' content – list it under the "additional category" on the proposal.

• **Advocacy**
• **Curriculum**
• **Assessment**
• **Standards**
• **Leadership**

• **Technology Session** (not a workshop)
• **Museum Interest**
• **Additional Category** (describe):

Write your SESSION content category at the end of your SESSION description on the proposal form.

Audience Level: Mark all audience levels that are appropriate for your proposal

• **EL** (Elementary – includes Pre-K)

• **MS** (Middle School – includes Junior High)

• **K-8** (Kindergarten through Middle School/Junior High)

• **HS** (High School)

• **HE** (Higher Education – post high school level, pre-service teachers and early professionals)

• **ALL** (appropriate for all levels, including adult)

• **Retired** (for retired and soon to be retired participants in all disciplines)

Number of Proposals permitted: lead presenter proposal submissions are limited to 3. You may also assist as a co-presenter, or on a panel, or assist with other conference events.

Scheduling Considerations: Mark on your proposal if you are participating in any of the following to help avoid overlaps and conflicts with the conference schedule:

• Submitting more than one proposal

• You are submitting student art work for the IAEA Student Show (reception is Saturday morning)

• You are co-presenting with someone else (include their name)

• You are helping with another event (such as a Saturday morning regional meeting)

• You are willing to give your presentation a second time

Please note: Every effort will be made to provide a balanced, informative and inspiring conference program. Providing detailed and accurate information greatly aids the scheduling process.

66th IAEA Conference
November 6-8, 2014
Sheraton Hotel, Lisle Illinois

2014 CONFERENCE PROPOSAL TIMELINE:

March 1	Proposal submission deadline (post mark for mail-in and online deadline)
	Deadline for lead presenters to renew their IAEA membership for 2013 - 2014
April 1	Presenters notified that their proposals were received by IAEA
June	Draft of conference schedule sent to presenters for review and response
August	Mosaic conference issue and registration materials posted on IAEA website
October 10	"Early Registration" deadline for 2014 conference
November 6-8	IAEA 2014 conference

Workshop presenters must meet all requirements for SESSION PRESENTERS – see information for "all presenters". In addition, read the following instructions before submitting your proposal/s. Most points apply to both ON-SITE (Sheraton Hotel) and OFF-SITE workshop locations (off-site venue differences are noted):

- **Fee-Assessed Workshops:** Presenter must include fee on proposal form. Fee should cover supply expenses not "donated" by presenter. Presenter must submit participant roster and tickets to the Conference Registrar and the receipts and workshop reimbursement form to the business manager by the published deadline to receive reimbursement for expenses. Reimbursement cannot exceed the amount of fees collected for the workshop. Workshops with fees (and without fees) will be included on the "early registration" form in August (for mail-in and online registrations.)

- **No-fee workshops:** Presenter covers the cost of materials in these workshops. Workshops are listed on "early registration" form.

- **Participation limit** for workshops is 12 – 24 registrants for ON-SITE and 20 for OFF-SITE workshops (allows room for people to work and set up for supplies)

- **Fees** – keep fee low – expensive workshops are harder to fill (recommend $25.00 or less.) OFF-SITE workshops may have a minimal room rental charge added to the supply fee or charged as the only fee if there is no supply fee.

- **On-site (Sheraton) room set up** – tables will be covered with plastic (covers remain in place during conference.) You are responsible for set up and clean up. You must indicate on your form if you feel you will also need plastic on the floor (generally not needed – a charge for floor covers will be added to your workshop.) You may also bring your own protective table covers.

- **Water access:** You are responsible for bringing buckets for transporting water. More information will be sent on this to workshop presenters later.

- **Room access:** rooms will be open early for set up. Bring your own carts or hand trucks – hotel luggage carts may not be available.

- **No student assistants:** We will not have student assistants for set up. Ask your co-presenter or a colleague to help you.

- **Parking:** Free (can use front, side or back lots)

- **Internet:** See instructions for "ALL Presenters." An extra charge to presenter and/or participants if more bandwidth may be required. Note internet and equipment needs for your participants on your proposal.

- **Registrant Numbers:** All workshop presenters will be notified of their "early registration" enrollment numbers prior to the conference (including interactive technology workshops and workshops without fees.)

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- Proposal submission deadline is **March 1, 2014**
- Online proposal forms are scheduled to be posted on the IAEA website by the end of January
- For questions about the mail-in proposal form, contact Vicki Kanik at: **vkanik2@aol.com** or call **630/553-6759**
- For questions about the conference, contact Becky at: **beckyblaine@gmail.com** or Pat at: **p_indovina@hotmail.com**

OFF-SITE 2-Hour Workshops

- 2-hour workshops will be located off-site at venues in the Lisle/Naperville area. Locations will be within a 15-minute driving distance from the Sheraton. These venues will be user-friendly for hands-on workshops. In general, locations will have one workshop block in the morning and one block in the afternoon so presenters will have time to set up and clean up without missing any conference activities. **Presenters and participants must provide their own transportation to venues** – additional travel time will be allowed both ways, and directions/maps will be provided in advance to presenters and published in the conference program.

- Internet access may or may not be available at off-site venues, or there may be an additional charge to presenters and/or participants. In general, **TECHNOLOGY workshops will only be offered ON-SITE.** Power point presentations usually do not need internet access. Projection screens may or may not be available, and presenters must provide their own projectors, adapters, power strips and cords.

- OFF-SITE venues MAY have rental fees. A minimal charge will be added to presenter's supply fee to cover a portion of the rental fee, or will be assessed in workshops that do not have a fee. Keep this in mind when figuring your supply fee.

- All OFF-SITE workshops will be included on the "early registration" registration form.

- OFF-SITE participant capacity limit is 20.

- If you are willing to offer your workshop twice, we will attempt to schedule it on the same day so only one set up is needed unless you indicate otherwise.

Possible off-site venues include the Naperville Art League, DuPage Art League, North Central College and Benedictine University. The Hilton Hotel Conference Rooms (lower level) may be available.