CALL FOR PROPOSALS: TECHNOLOGY IN EDUCATION DAY AT CSUDH

PROPOSAL SUBMISSION DEADLINE: JULY 1, 2018

ALL PROPOSAL MUST BE SUBMITTED ELECTRONICALLY AT:
http://www.surveygizmo.com/s3/4220065/TEC-Call-for-Proposals

The Call for Proposals contains the following information: (links are clickable)

- Conference Theme
- Topic Category for Consideration
- Session Formats
- Guidelines for Submitting A Proposal
- Selection Criteria
- Frequently Asked Questions
- Key Dates

CONFERENCE THEME

The array of new technology tools becoming available to educators every day is remarkable. Given the pace at which new products are released, keeping abreast of these new offerings is a challenge.

Analyzing what technologies are appropriate to improving the learning process is critical for sound decision-making and is required more than ever in this time of restricted budgets.

Toward that end, California State University Dominguez Hills is sponsoring a one day, regional conference for educators, academic technologists, administrators, librarians, and IT professionals to meet and exchange 'best practices' with technology in education, collaborate and share ideas on online education, as well as to learn about relevant software & hardware products and services available from industry technology partners.
TOPIC CATEGORY FOR CONSIDERATION

- The state and future of learning management systems (LMS)
- Open Education Resources (OERs) & freely available web resources
- Using Affordable Learning Solutions (AL$) to make your class more accessible to students.
- Using shared repositories in online classes
- Digital publishing practices
- Student assessment in an online classroom
- Retention in an online classroom
- Student testing practices and facilities in online learning, including online proctoring tools
- Best practices for student engagement in the online classroom
- Assistive and accessible technology
- State and future of mobile learning
- How to get started in e-learning and technology
- Best practices in online instruction
- Using Quality Matters to optimize your online classroom
- Emerging trends and best practices in online learning
- Emerging trends and best practices in active learning classrooms (ALC)

SESSION FORMATS

BREAKOUT SESSION - PANEL (30 MIN)

Breakout Sessions are intended for panel presentation format. Individuals or small groups collaborate to present a panel format on a topic of shared interests. This format will allow each presenter a limited time for individual comments followed by audience discussion and interaction.

LIGHTNING ROUND (10 MIN, DEPENDING ON THE NUMBER OF SPEAKERS)

A Lightning Round session will combine multiple presenters, each presenter giving a ten-minute talk with no interruptions. Lightning rounds are an opportunity to present an idea that will promote further discussion, sharing, and brainstorming with peers. Lightning Round presenters are strongly encouraged to also host a roundtable to engage in further discussion on their topic.

ROUNDTABLE DISCUSSIONS (30 MIN)

Roundtable Discussion sections are designed for small group discussion of specialized topics, with the presenter leading the discussion. Typically, several roundtable discussions are scheduled.
simultaneously in one large room, with no audiovisual use. Presenters of other session types may opt to also lead a roundtable as an opportunity to engage in more discussion on their topic.

**POSTER SESSION**

Poster sessions will be presented in the vendor area, allowing presenters to engage with participants about their topic. Posters will remain up for the duration of the symposium so participants can view the poster during passing periods, but presenters should be prepared to stay with their poster during designated Vendor Times to engage in discussion and answer questions about their topic.

**GUIDELINES FOR SUBMITTING A PROPOSAL**

Proposals should focus on lessons learned, challenges and issues encountered and how those were addressed.

**REQUIRED INFORMATION ON THE PROPOSAL**

1. **ABSTRACT AND PRESENTER(S) INFORMATION**
   - Title, Abstract/Full Description (see Full Description below)
   - Name, Title, Institution, Email, and Phone Number, and Biography of Primary Presenter (maximum 100 words)
   - Other Presenter(s) Names, Title, Institution, and Email (see Important Notes for Proposers)
   - Conference topic category

2. **PREFERRED SESSION FORMAT**
   
   Indicate the preferred format for your presentation:

   - breakout session
   - lightning round
   - roundtable discussion
   - poster session

3. **AUDIO-VISUAL NEEDS**
   
   All rooms will be equipped with a laptop and projector for presentations. If you have something specific in mind, please let us know.

4. **SUBMIT YOUR PROPOSAL ELECTRONICALLY**
   
   Please click link below to submit proposal:

Online proposal fields must be complete in order to continue with the proposal submission. If you are unable to continue with the submission, it may be that you did not provide the information required. You will know your submission was successful when you receive an electronic acknowledgement. If this acknowledgement is not received, please submit your proposal again.

**Full Description**

(Detailed description of your proposed session – maximum 300 words)

Include a content outline describing the major theme(s), challenges, lessons learned, successes and failures, application possibilities for other institutions, etc. that will be addressed in this session.

In addition, please include the goals of the session and the methodologies to be used. Also what is one learning outcome you have for your attendees? Remember to include a minimum of 30 minutes for discussion in the panel discussion format session. If there is more than one presenter, explain what each presenter will discuss.

Please be as complete as possible and remember that the content should focus on perspectives and an analysis of "lessons learned" useful to educators, particularly in higher education.

Facilitated Roundtable sessions must describe the topic in detail, the questions posed to participants, and desired outcomes. For the Facilitated Roundtable sessions, explain what each presenter will discuss, how the discussion will be moderated, expected outcomes and how outcomes will be collected and distributed.

**Important Information For Session Proposers**

- Should the proposal be selected, the abstract and presenter information submitted will be printed in the conference program exactly as submitted.
- Proposals must be complete at time of submission – it is not sufficient to note “information to be added later.” Incomplete proposals will not be considered in the review process.
- The session chair will serve as the key contact on the session and is responsible for communicating all session information and details with presenters.
SELECTION CRITERIA

Proposals will be reviewed by the TEC Committee and evaluated with the following criteria foremost:

- Connection/Applicability to the conference themes
- Originality and quality of the proposed session
- Relevance to audience
- Realistic allocation of time, including for discussion

If your proposal is accepted, presenters agree to:

- Present on the day and time assigned
- Register and pay conference fee (a nominal fee to cover food and parking will be asked of non-CSUDH presenters)
- Sign and submit the Release form. Presentations and collateral material will be uploaded and shared via ScholarWorks, CSUDH Institutional Repository.
- Arrange and pay for your own travel and lodging
- Lead presenter is responsible for notifying any co-presenters of the status of the proposal
- Provide electronic file of handouts & slide deck to Reza Boroон (rboroон@csudh.edu) by Friday, October 5th for inclusion on the conference website.

KEY DATES

July 1, 2018 – deadline for submitting proposals
October 1, 2018 – deadline for conference registration and submitting FINAL presentation and/or slide deck

All submissions will be reviewed by the committee. Presenters will be notified that their submissions have been accepted by Friday, June 30. If accepted you will be required to confirm and register for the conference to verify your commitment to make the presentation at Technology in Education conference at CSU Dominguez Hills in Carson, CA.
FREQUENTLY ASKED QUESTIONS

WHEN WILL I HEAR ABOUT WHETHER MY PROPOSAL IS ACCEPTED OR NOT?
You will hear by early July, if not sooner, regarding the status of your proposal.

HOW ARE THE PROPOSALS REVIEWED?
Members of the Technology in Education Conference committee will review proposals.

WHAT EQUIPMENT IS PROVIDED?
All rooms will be equipped with a laptop and projector for presentations, but if you have something specific in mind, please make sure to let us know.

I HAVE HANDOUTS, AM I REQUIRED TO BRING COPIES TO THE CONFERENCE?
Presentations and collateral material will be uploaded and shared via ScholarWorks, CSUDH Institutional Repository. However, if you wish to have handouts for your session, you are welcome to provide them. Please come prepared with 50 copies for each session.

QUESTIONS AND CONTACT INFORMATION
If you have any questions or technical needs, please contact Reza Boroon rboroon@csudh.edu
310-243-2524