Proposal submission PLanning Template

Use this optional template to help brainstorm and prepare your proposal submission for the Innovate conference. This document has three parts:

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# Create a Vision

## What’s my story?

This year’s conference **Innovate Forward** is all about how we can proactively drive a vision that advances *access*, integrates new *technology* and re-imagines the *environments* where students learn.

As you consider your proposal, think about the following questions to help find “your story:”

* What have I been working on that drives forward change?
* What tools or strategies are helping me to rethink my practices in teaching, learning and technology?
* What are some concrete ways I’ve been innovative in my area of work, or have helped others be innovative so that we are prepared for the future?
* What message, recommendations or solutions do I want to share with others trying to advance access, use new technology or re-imagine learning environments?

## Which “thread” does my story align with?

Innovate 2018 will explore how *access*, *technology* and *learning environments*move education **forward**. In the proposal form you’ll be required to indicate which thread below your presentation aligns with the most.

* **Access:** It’s critical for educational institutions to be intentional in reaching underrepresented populations, as well as provide access to affordable materials, equitable technology and high-quality learning experiences. This thread will explore the work of those who are striving to make changes within this area.
* **Technology:**Our students live in a society where technology and everyday life are integrated with each other. It’s imperative for educators to be knowledgeable of technology trends in order properly prepare students to solve 21st century problems. This thread will discuss the new technologies, trends and innovations that can be used in classrooms.
* **Learning Environments:** We’re seeing a dramatic shift in not only how education is delivered, but where it is delivered. From active learning classrooms to online education, the learning environments we create force us to re-examine how people learn. This thread will explore the work of those who reconsidered the way they design and deliver learning experiences.

## How do I want to tell my story? (Session Types)

There is more than one way to share your message at Innovate! This year we have several presentation options listed on the [main RFP page](https://innovateu.osu.edu/present/request-proposals) that may influence your proposal. Below are some questions to consider as you choose your desired session type.

* **Inform and Engage:** Has ongoing work, research and critical thought helped you rethink the future of teaching, learning and technology? Do you have a story that you want to tell while engaging and inspiring others? This more classic presentation style could fit the bill.
* **Think Tank:** Have a challenge, question or idea related to driving forward advancements in access, technology or learning environments that you want to discuss with others? Do you thrive on connection and collaboration? This session type might be for you.
* **Lightning Ideas:** Have a powerful idea you’re trying out, a concrete solution you want to share, or a new tech tool you want to demo that helps us think about the future? This short presentation option might be just what you need.

# Prep for the Proposal Form

The actual process of submitting your proposal is a breeze once you have your vision in place! To prepare, below are the sections of the proposal submission form with some additional guidance. Feel free to type into the document, refine and copy and paste into the form when ready.

## Presenters

Who has worked with you to make an impact or who shares your vision? Consider teaming up with others to deliver an even more dynamic session. ***Note:*** It helps to have a Lead Presenter to help coordinate and wrangle. This person should submit the proposal for the group.

**You will need the following information for each presenter:**

* Name (first and last)
* Title
* Institution  
  (e.g., Nationwide Children’s Hospital, The Ohio State University, Dublin Coffman High School)
* Department/Unit  
  (e.g., Department of English, Office of Diversity and Inclusion, Enrollment Services)
* Email
* Twitter handle (if available)
* Bio (45 words or less, written in third person)
* Professional head and shoulders photo in .jpg or .png format

## Session Details

This is where your previous planning and preparation in creating your vision pays off. In this section, you will tell the Innovate committee what story you have to tell and how you plan to tell it. Extra points for sessions that strive to be interactive, take care to engage the audience and have concrete strategies, tips or tricks to offer.

### Conference Thread:

*Refer back to “Which thread does my story align with?” above.*

### Session Types:

*Innovate 2018 will include a variety of engaging session types (Inform and Engage, Think Tank, and Lightning Ideas). Select one session type that best suits your content. Refer back to “How do I want to tell my story?” above.*

### Session Title:

*Choose a simple title that is catchy, inspires interest and makes your topic clear.*

### Capture Our Attention:

*Sell your presentation to us (and your audience) in a 140-character tweet!*

### Full Description:

*Provide a succinct 150-word description of your session to be used for our website. Describe the session you plan to lead, not simply the content or work about which you will present.*

### Relation to Theme:

*How does your proposal reflect the theme* **Forward** *and the conference thread you chose?*

### Outcomes:

*What do you want conference participants to be able to do after hearing your story? What will they walk away with? What do you hope to achieve? Listing around three objectives is perfect!*

### Activities and Engagement Strategies:

*How will you engage attendees during your session (e.g., active learning strategies, discussion, collaborative learning, hands-on activities, Q&A)?*

# Submit Your Proposal

Now that you’ve created your vision, developed your story and prepared your proposal, you are ready to submit! Visit [innovateu.osu.edu](http://www.innovateu.osu.edu/) to submit your proposal.