A guide for preparing your Innovate 2019 submission

PLANNING TEMPLATE

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

* [**CREATE A VISION…**](#_Create_A_Vision…)
* [**PREP FOR THE PROPOSAL FORM…**](#_PREP_FOR_THE)
* [**SUBMIT YOUR PROPOSAL…**](#_SUBMIT_YOUR_PROPOSAL…)

# Create A Vision…

## What’s my story?

For the 10th annual Innovate conference, **InnovateX**, we’re thinking big about how we **excite** learners, **explore learning** opportunities beyond the classroom, and enhance the student **experience**.

Consider the following questions to help you find “your story.”

* How do I employ inventive technologies or creative teaching methods to engage students and improve the student experience?
* How do I prompt students to apply their learning beyond my course or to explore learning opportunities outside the classroom?
* What tools or strategies are helping me rethink my practices in teaching, learning and technology?
* What are some concrete ways I have been innovative in my work?
* What helpful recommendations or solutions would I share to help others improve the teaching and learning experience?

## Which conference thread does my story align with?

Your story could be relevant to two or even three threads; please select the one thread that most aligns with your message.

* **Excite:** How do you keep students active and engaged in their learning? What innovative technologies and teaching methods enrich their experience? Select this thread to share novel techniques and tools that make learning exciting.
* **Explore:** If you're prompting students to explore the world beyond your course, this is your thread. Perhaps you use problem-based learning to address real-world issues, service learning to engage locally, or global learning to transcend borders. Whatever your means, you support students to apply learning outside the classroom or make connections across disciplines and communities.
* **Experience:** Select this thread if you're involved with interesting work that enhances the student experience. From traditional to online learners, to those equipped with technology kits, you'll address what makes an excellent educational experience from the student perspective. Priority will be given to proposals with student presenters or co-presenters (instructor-student teams encouraged).

## How do I want to tell my story? (session type)

There is more than one way to share your message at Innovate! This year we have three presentation options listed on the [main RFP page](https://innovateu.osu.edu/present/request-proposals). Consider the questions below as you frame your submission around your desired session type.

* **Inform and Engage:** Has ongoing work, research and critical thought helped you rethink teaching and learning with 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.
* **Lightning Ideas:** Do you have a powerful idea you’re trying out, a concrete solution you want to share, or a new tech tool you want to demo? This short “ted talk” style presentation might be just what you need to get your message across.
* **Imaginarium:** Would your project, concept or tool translate well through hands-on experimentation or one-on-one and small-group exchange? If so, the Imaginarium may be the perfect fit. We’re revamping this space for Innovate 2019 to include more engaging tabletop displays, interactive demos, digital poster style presentations, and more… We can coach you to find the right approach for sharing your ideas!

# PREP FOR THE PROPOSAL FORM…

Once you have your vision in place, the process of submitting your proposal is a breeze! Below are the sections of the proposal form with some additional guidance to help you prepare your submission. Feel free to type into this document and take time to refine your message. Once you’re ready, simply copy and paste your responses into the RFP form.

## Presenters

Who shares your vision or has worked with you to make an impact? Consider teaming up with others to deliver an even more dynamic session. For the *experience* thread, we are particularly interested in hearing from students and instructor-student pairs and teams!

**You will need the following information for each presenter (\* are required):**

* Name (first and last)\*
* Job 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
* Bio (50-75 words max., written in 3rd person)\*

**Note:** It helps to have the Lead Presenter coordinate with the group and submit the proposal.

## Session details

This is where your previous preparation in honing your vision pays off. In this section, you will describe the story you have to tell and how you plan to tell it during your session. Extra points for sessions that strive to be interactive, take care to engage the audience, and offer concrete strategies, tips or takeaways.

### Conference Thread

*InnovateX will address three threads, or themes—****excite, explore,*** *and* ***experience****. Refer back to “Which conference thread does my story align with?” above to choose your thread.* ***Note:*** *The Innovate team may align accepted proposals to a different thread, when logical, to create balance in our program.*

### Session Type

*InnovateX will feature a variety of session types (Inform and Engage, Lightning Ideas, and Imaginarium). Select one session type that best suits your content—refer back to “How do I want to tell my story?” above to choose.* ***Note:*** *The Innovate team may accept proposals contingent on a different session type due to schedule and program considerations.*

### Session Title

*Choose a simple title that is catchy, inspires interest and makes your topic clear to a broad audience. Avoid overly long titles and jargon.* ***Note:*** *The Innovate team may alter titles for editorial style and marketing purposes.*

### Capture Our Attention

*Describe your presentation with a succinct and engaging 50-word summary. This content will be featured in our print program, so this is your chance to sell the audience on why your session is interesting or useful to them.*

### Full Description

*Provide a 150-word description of your session to be used for our website. Explain the actual session you plan to lead, not simply the story behind your work or the content that you will present. Clearly describing your session will help the RFP committee rate your proposal, as well as ensure that conference attendees know what to expect from your session.*

### Relation to Theme

*How does your proposal reflect the conference thread that you chose? Revisit the “Which conference thread does my story align with?” section above before framing your response.*

### Outcomes

*Innovate attendees come to breakout sessions to gain new insights, strategies, and tools they can implement in their own work. What do you want participants to be able to do after hearing your story? What key takeaways, ideas, or skills will they leave your session with? Make your outcomes clear and action-oriented. Listing around three 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)? Your decision may depend on the session type you chose and the outcomes you want attendees to achieve.*

# 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](https://innovateu.osu.edu/present/request-proposals) to submit your proposal.

This is a Table