A guide for preparing your Innovate 2020 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?

At **Innovate: Transform**, we’re exploring new ways to adapt as **individuals**, as **organizations** and as a **society** to ensure excellence in teaching and learning, improve the experience of the 21st century student and make a broader impact on the world beyond the classroom.

Consider the following questions to help you find YOUR story.

* What are some transformative experiences I have had as an educator? …How am I providing transformative experiences for my students?
* What strategies have helped me rethink or fine tune my teaching? How have I iterated on or improved a course, curriculum or my teaching practice over time?
* How do I employ creative teaching methods or innovative technologies to improve the student experience?
* What initiatives am I involved with at an organizational, strategic or leadership level that are transforming my workplace for the better?
* How am I collaborating with others at my institution to improve the teaching and learning experience?
* How do I prompt students to apply their learning beyond my course to impact communities outside the classroom?
* What are some ways I hope my work influences students, transforms how they engage with the world or impacts society as a whole?
* What helpful recommendations or solutions would I share to help others improve their teaching?

## Which conference thread does my story align with?

Your story might be relevant to two or even three threads, but please select the one that best aligns with your message. Does your work most represent individual, organizational or social transformation?

* **Individual:** How do you transform as an individual educator? Are you engaged with intentional course redesign or professional learning pursuits? Perhaps you’ve adapted your teaching to new learning spaces or tools (e.g., online courses, active learning classrooms, mobile devices). Whatever your approach, you have a story to tell about how you’re evolving your teaching practice.
* **Organizational:** What initiatives are changing the culture of your department, unit or institution as a whole? Whether you’re overhauling curriculum, collaborating across disciplines or strategizing “big picture” policy around teaching, learning and technology, your work is transforming the student experience at a broad scale.
* **Social:** Education is a catalyst for social change. How do you encourage impactful change within and beyond the classroom? From diversity and inclusion initiatives to community engagement, political activism and environmental awareness, share with us how your work in the classroom today transforms the world of tomorrow.

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

There is more than one way to share your message at Innovate! 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’ve revamped this space 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. We are especially 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., 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 or takeaways.

### Conference Thread

*Innovate: Transform will address three threads, or themes—****individual, organizational,*** *and* ***social*** *change. 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

*Innovate 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 program and schedule 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 (tip: begin with an action verb). 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