



February 14-16, 2017
Greater Columbus
Convention Center

2017 Session Proposal Submission Worksheet

This worksheet is for session proposal development ONLY.

All proposals are to be submitted to via the 2017 OETC Presenters Portal.

Title and Presentation Type

Session Title

REQUIRED

The session title should use proper Title Case using upper and lower-case letters. OETC recommends that your title is no more than 10 words in length with a maximum length of 15 words. Session titles should not contain abbreviations, acronyms, trademarks or words that serve no purpose unless absolutely necessary to accurately describe the session.

15 Word Limit

Presentation Type

REQUIRED

Choose your presentation type from the list shown.

NOTE:

Pre-conference workshops are only presented on Tuesday, February 14, 2017

Pre-Conference Workshop – **TUESDAY ONLY**

BYOD Educational Session
Educational Session
Poster Display
Student Led Educational Session
Table Display
Panel or Moderated Discussion

Track, Audience, Grade Level, and Skill Level

Conference Track

REQUIRED

Choose the best conference track for your session proposal from the list shown.

Descriptions of the [2017 Conference Tracks](#) are on the OETC website within the "FOR PRESENTERS" section.

Assessment, Data Analytics, and Data-Driven Decision Making
Assistive Technology Solutions
Cutting-Edge Technologies, Innovative Teaching Methods, and New Classroom Tools
Digital Content Creation, Curation, and Access
Educational Policy and Leadership
eLearning and Distance Learning
Enterprise IT, IT Infrastructure Planning and Management
Security, Compliance, Privacy, and Risk Management
Teaching and Learning in the Digital Age
Technology Planning and Management
Universal Design for Learning

Audience

REQUIRED

Choose the most appropriate audience(s) for your session proposal

Adult Education (ABLE)
Curriculum Staff
Higher Ed Faculty
Higher Education Administrators
IT Support
K-12
Library Media Specialists
P-20
Post-Secondary
Professional Development
Teachers
Workforce Development

OETC 17 Session Submission Worksheet (continued)

<p>Grade Level REQUIRED Choose the most appropriate grade level(s) for your session proposal</p>	<p>Grades - P-3 Grades – 4-6 Grades - 7-8 Grades - 9-12 Grades - Higher Education</p>
<p>Skill Level REQUIRED Choose the most appropriate skill level(s) for your session proposal</p>	<p>Introductory Intermediate Advanced</p>
<p>Session Presenters</p>	
<p>Presenter Organization Affiliations</p>	<p>In the Organization/Affiliation section you will enter each of the presenter(s) organization affiliations. <i>Please follow the online instructions</i></p>
<p>Session Presenters</p>	<p>In this section, you will add each of the additional presenters that will present this session proposal. You will reference each presenter with the appropriate organization/affiliation. <i>Please follow the online instructions</i></p>
<p>Primary Presenter Biography In the space provided, provide a short presenter biography for the primary/submitting presenter for this session.</p> <p>Note: Please complete the Additional Presenter Information within the Additional Information section where you can list out each additional presenter and their respective role for this proposal. Completion of this field will assist the OETC team to ensure that the additional presenters are listed corrected on the online schedule and within the mobile app.</p> <p><i>There is a 200 word limit for this section</i></p>	
<p>Session Information</p>	
<p>Session Description REQUIRED Please enter your session description in plain text in the box provided. You may copy and paste plain text (No formatting or HTML) into this window.</p> <p>If your proposal contains any special characters – use the provided special character keyboard.</p> <p>Proposals should clearly demonstrate the use of effective adult learning principles and practices as well as provide an immediate application to the education work of the attendees.</p> <p><i>There is a limit of 1000 words for the session description</i></p>	
<p>Presenter(s) Qualifications REQUIRED Please list the qualifications for each presenter that will participate in this session proposal. This list may include but is not limited to:</p> <p>Previous presentations at local, state or national events</p> <p>College degree(s), certificates, or other credentials indicating expertise in the material to be presented in the session</p> <p>Relevant work experience</p> <p><i>There is a limit of 500 words for this field</i></p>	

OETC 17 Session Submission Worksheet (continued)

<p>Learning Objectives REQUIRED Please list up to three session learning objectives/outcomes for participants.</p> <p><i>There is a limit of 1000 words for the Learning objectives</i></p>	
<p>Session Methodology REQUIRED Please provide a short description of how the session will be structured and what methods will be used to convey the information or topics that will be presented to the conference attendees.</p> <p>For Pre-Conference Workshop proposals should also include a preliminary schedule to show how the entire 3-hour block of time will be structured.</p> <p><i>There is a limit of 1000 character for the session methodology</i></p>	
<p>Short Session Description REQUIRED Please provide a short description of the session for use in the conference schedule and the mobile app. This description should include what topics are going to be presented during the session, who should attend this session, and why an attendee would want to attend this session.</p> <p><i>There is a limit of 500 words for this field.</i></p>	
<p>Session Presenter List For each presenter entered in the previous section please lists out each presenter name(s), organization and their respective role for this presentation in the space provided:</p> <p>Example: <i>FirstName, LastName, Organization Name, Session Role</i></p> <p>Sample Session Roles: <i>Primary Presenter Co-Presenter Panelist Moderator</i></p> <p>Completion of this section ensures that the conference staff correctly associates all presenters with this session when published on the site.</p>	<p>Please upload any preliminary PowerPoint slides you wish to share with the conference attendees or session reviewers.</p>

OETC 17 Session Submission Worksheet (continued)

Additional Information	
Commercial Content Relationship REQUIRED	<p>Briefly, describe any relationships with any vendor, product or service that you may be discussing in your session. Sessions at the Ohio Educational Technology Conference are learning experiences and are non-commercial presentations. Sessions, Pre-Conference Workshops, and Poster presentations are not to be used for direct promotion of a presenter's product, service, or other self-interest. Products and services may be discussed in a session from the point of view implementation, insight from an end-users viewpoint, lessons learned or any non-commercial point of view. Sessions are not to be used as a product promotion or "Selling from the Podium" event.</p> <p><i>Please follow the online instructions</i></p>
Presented by an organization or sponsor?	<p>Please indicate if this session is to be presented on behalf of an organization or sponsor.</p> <p><i>Please follow the online instructions</i></p>
Organization Name	
Presentation Day Preference If selected, what day would you like to present your session? NOTE: <i>Pre-conference workshops are only presented on Tuesday, February 14, 2017</i>	<p>Educational Sessions, Table Displays, and Poster Displays Only: Present on Wednesday, February 15, 2017</p> <p>Present on Thursday, February 16, 2017</p> <p><i>Please follow the online instructions</i></p>