#OETC20 Guide to Submitting a Session Proposal

Every year, OETC staff and the Session Review Panel work diligently to select only the highest-quality sessions that offer the most educational value for all OETC attendees. The Conference Team has created this guide to assist you in crafting a high-quality proposal:

1) Get to know the event! Review the #OETC20 Conference Theme and Tracks (pages 3-6) and the #OETC20 Session Lengths & Formats (pages 7-8). Know who will be attending, the types of attendees you want to attract, the message you want to present, and whether the message fits with the key themes of the event.

2) Review the #OETC20 Presentation Submission Review and Selection Process (page 9), #OETC20 Scoring Rubric (pages 10-13), and the #OETC20 Session Proposal Worksheet (pages 14-17), prior to writing your proposal(s).

3) Brainstorm before you start writing. What is the “takeaway”, learning objectives, or key point(s) of the presentation? What will be in your presentation? How will you engage the audience?

4) Review the Proposal Writing Resources section (page 2) for tips on drafting your proposal.

5) Draft your proposal prior to submitting it through the online session portal. The system will allow you to save and edit a proposal in multiple online sessions; however, technology issues are possible. To avoid lost data, be sure to save a copy of your work. Make sure you spell check your presentation as well! Pasting plain text works best when submitting your proposal online.

6) Prepare a professional biography for submission. Reviewers and attendees use this information to assess your capabilities and qualifications to deliver your presentation. Review the Tips on Writing an Effective Speaker Biography (page 2) section below for additional information.

7) Submit only your best proposals. There is a maximum of 6 proposals per session submitter. A maximum of 4 accepted sessions will be scheduled per lead presenter.
Proposal Writing Resources

The following resources have been provided to assist submitters with crafting session proposals:

1) "Organization and Preparation Tips" by Garr Reynolds

2) "How to Write a Successful Conference Proposal" by Karolina Szczur

Tips on Writing an Effective Speaker Biography

A speaker biography is a brief summary of your education, work history, and expertise that is relevant to your speaking topic. The biography length for OETC is a maximum of 200 words.

1) Keep your speaker biography brief—no more than 200 words. Biographies that are too long simply don't get read. Remember that the biography will be listed in the mobile app as well, where space is at a premium; and

2) Include your current position and a brief mention of work history and experience that is relevant to your speaking topic and audience; and

3) Include academic qualifications, awards, and a reference to published work, but only if applicable to the material you are presenting.

#OETC20 Presentation Portal

Session proposals must be submitted via the online 2020 Ohio Educational Technology Conference Presentation Portal by September 15, 2019 at 11:59 p.m. (EST).

If you need assistance throughout the submission process, contact the Ohio Educational Technology Conference team at present@oetc.ohio.gov or call (614) 728-2799.
#OETC20 Conference Theme

**Focusing Our I’s**

From current trends to emerging technologies, BYOD and blended learning to artificial intelligence and virtual reality, the Ohio Educational Technology Conference has spent the last 22 years informing Ohio’s educators of the ever-changing world of educational technology. But with so many options, apps and open resources, and diversity in learning models, technology in education has become an increasingly complex learning tool. OETC is taking some time to focus on educators fully understanding educational technology. From policy and planning to implementation and integration, #OETC20 seeks to provide a comprehensive and in-depth look at each step of the process by bringing educational technology *In Focus*.

**Focusing Our I’s** is about enhancing the overall learning experience using educational technology. It is about maximizing efficiencies of the technologies that are currently in place and streamlining integration of these technologies into the classroom. And it is about inspiring educators to reach out of their comfort zones to bring new technologies to the students.

#OETC20
#OETCInFocus
#OETC20 Session Tracks

Session proposals should be submitted under one of the following session tracks. Session Tracks, along with additional information collected during the submission process, are used by OETC to organize the sessions into a cohesive program that can be searched by attendees to find sessions that interest them, apply to their role in the organization, and therefore, fill a specific educational or professional development need.

- **Focusing Our I’s: Ingenuity and Impact** –  
  This track focuses on educational policy, leadership, and planning, in regards to the use of technology as a strategic tool for organizational improvement and transformation, including state/federal technology grants, data-driven decision making, educator evaluation tools, how to make purchasing and budgeting decisions, facilities management, and implications of state and national standards. Sessions may also cover strategies for funding of technology projects, including state and federal programs, and other aspects of planning and cost-effective management of technology, as well as security, risk management, and privacy from a leadership perspective.

- **Focusing Our I’s: Infrastructure and Integrity** –  
  This track focuses on technology infrastructure and the overall management of information systems that support all learning environments. Session topics may include implementation of 1-to-1 computing, wireless environments and the rollout of mobile devices as well as network security and security breaches, penetration testing and privacy issues, solutions to bandwidth issues, and compliance with local, state, and national security regulations and directives. Topics could also include technology solutions or technology’s impact on; school security, campus safety, digital threats and prevention including but not limited: online threats, cyber bullying and security within social networking.

- **Focusing Our I’s: Implementation and Integration** –  
  This track shares insights into practical strategies used by educators and faculty to fully explore the current uses of technology in the learning environment, including information on effectively integrating technology into the curriculum, managing use of technology in their classrooms, and assess the impact of the technology upon student achievement. Sessions may address how educators and students are using various technologies as well as the online and hybrid learning environments to promote high academic performance. Topics may include virtual learning, hybrid coursework, acceleration programs, and online solutions for credit. These sessions could cover a diverse spectrum of learning environments.
• **Focusing Our I’s: Inspiration to Innovation** –
This track focuses on incorporating cutting-edge technologies, new digital tools, and technological resources to enhance the education and the learning environment to solve educational issues. These sessions represent the most innovative thinking in the application of technology and technology strategy in education and are highly regarded models of technology adoption in the education technology community.

• **Focusing Our I’s: Inclusion and Involvement** -
This track focuses on resources that are available to ensure that EVERY student has access to technology tools, information, and digital media to support the information sharing and the learning process.

  o **Assistive Technology Solutions**
  These sessions focus on all aspects of technology use in the learning environment, including the use of devices or services that make life easier and improve the functional capabilities of individuals with disabilities; and computer access, alternative and augmentative communication (AAC), and adapted curriculum solutions.

  o **eLearning and Distance Learning**
  These sessions focus on methods of teaching and learning in which the online delivery of content is facilitated by various technologies including video, voice, audio, online collaboration tools, and correspondence over the Internet. There are many technologies that can offer a great deal of flexibility as to when, where, and how education is distributed. Sessions feature ways to improve interactive communication, assessment, feedback, support, and content delivery, whether it is in a synchronous or asynchronous learning environment.

  o **Universal Design for Learning (UDL)**
  Universal Design for Learning (UDL) is an approach to designing flexible curriculum, instruction, and materials that are accessible to all students. These sessions showcase the principles of UDL and present information on a framework to reduce barriers and maximize learning opportunities for all students. The goals of UDL are to remove barriers to learning, support improved access to information and to learning itself, and provide multiple, flexible approaches to learning that will result in success for learners.

  o **OER, Digital Content Creation, Curation, and Access**
  These sessions focus on addressing relevant issues around the creation, curation, and access to digital content and electronic resources. Sessions could address strategies to manage online resources, including which systems and tools are most effective, the challenges that new electronic formats are posing, how to rearrange our workflows to find solutions to e-resources problems, how to achieve more through thoughtful licensing, and how standards and best practices can assist our efforts.
• **Focusing Our I’s: Interaction and Interchange**  
  This track focuses on collaboration and the overall impact of networking. This will include sessions on increasing one’s PLN for professional development and learning, as well as digital citizenship and the imprint that each person leaves in a digital environment. Sessions should discuss the impact of teaching positive digital citizenship to students.

• **Focusing Our I’s: Initiatives of the State of Ohio**  
  This track focuses on state initiatives and the successful use of technology in their implementation. Sessions from this track will be provided by the State of Ohio and OETC partners. OETC is anticipating offering sessions on state initiatives including, but not limited to, the following:
  - #FutureReadyOH
  - Ohio’s Learning Standards for Technology
  - State Testing and Assessments
  - RAPIDS
  - College Credit Plus
  - Choose Ohio First
  - Workforce Alignment
  - Ohio Transfer to Degree Guarantee
  - Aspire
#OETC20 Session Lengths

**Deep Dive Sessions – Three (3) Hour session**
Presented in a classroom setting, these sessions allow participants to immerse themselves and take a deep dive into a subject, topic, or content area featuring exploration and learning with the new technologies, latest instructional methodologies, and in-depth instruction all while interacting with peers. These sessions are intended to provide attendees with hands-on opportunities to explore, learn, and practice the implementation of technological tools and solutions.

**Extended Session - Two (2) Hour Session**
Similar to an Educational Session, an Extended Session offers more time for a deeper exploration of a particular topic or subject. These sessions are intended to offer either extended instruction, hands-on interaction, or a significant discussion time for attendees in a BYOD environment.

**Educational Session – One (1) Hour Session**
An educational session can be a case study, research report, demonstration, or informational session about a topic of interest. The session may include a successful design approach, management effort, or technology implementation. You may also choose to demonstrate an application using real-world examples and scenarios. Your session must be informative and not a commercial for a specific product. Be sure to include alternatives you considered and challenges you faced. A presentation can have no more than two presenters. You should allow time at the end of your presentation for discussion and questions.
#OETC20 Session Formats

**Learn Today, Do Tomorrow**
Learn Today, Do Tomorrow sessions are traditional lecture or panel style sessions, where the presenter or moderator leads the session with minor interaction from the audience.

**Discuss & Discover**
Discuss & Discover sessions provide opportunity for presenter facilitated interaction, through question and answer, moderate activities, or small groups. Sessions should be designed in order to increase collaboration and information sharing between attendees.

**Make. Build. Do.**
Make. Build. Do. sessions are hands-on activities, makerspaces, bring your own devices, etc., that are deeply interactive sessions, with intense audience participation.

#OETC20 Additional Session Formats
These sessions are facilitated by OETC Collaborators in a separate call for proposals:

**FREd Talks**
FREd Talks are a series of short, motivational, and innovative sessions that are 5 minutes in length and must use 20 slides with each slide advancing automatically after 15 seconds. FREd Talks are exciting, fast, and fun, that provide inspiration and motivation.

**Interactive Playgrounds**
Interactive Playgrounds allow attendees to explore and “play” with a technology, device, or learning strategy, while receiving individualized attention from content experts. These learning labs are brought to you by OETC Collaborators and Sponsors.

**Next Gen Learning Area**
The Next Gen Learning Area is a specialized area on the Exhibitor Floor that gives hands-on instruction on coding, robotics, and next generation educational technology.
#OETC20 Session Proposal Review and Selection Process

Session reviewers are selected from a pool of applicants received during a “Call for Session Reviewers” that occurs preceding the conference. Reviewers are selected on their qualifications including but not limited to; educational background, work experience, and familiarity with the subject matter of the session proposals that they are reviewing. Reviews are completed using a rubric with each session being reviewed by a minimum of three (3) separate reviewers. Following the completing of the reviews, the Conference Team then selects sessions based upon:

**Quality Sessions over Quantity of sessions:**
The Conference Team works to ensure that only the best session proposals are selected for the conference.

**Average Score:**
Session proposals with a higher score are given preference over lower scoring proposals, especially with multiple proposals covering the same or similar topics.

**Commercial Content:**
Session proposals that are obvious attempts to sell a product to the conference attendees are eliminated from consideration as sessions are intended to be educational in nature, not a “selling from the podium” event. A limited number of sessions are available for purchase by exhibitors where the “selling” of products and services is allowed.

**Conference Theme:**
A portion of the sessions, approximately 30% of the available session slots, will be reserved for session proposals that directly address the overall theme of the conference.

**Balanced Programing:**
The Conference Team works to ensure that a balanced slate of sessions is presented at the conference to ensure that the diverse needs of our attendees are met. When selecting sessions, care is taken to not over schedule topics, emphasize one subset of our audience over another, and have multiple viewpoints presented on a given topic when possible.

**Additional Considerations:**
While making the final selection of session proposals for the Conference, additional items are taken into consideration such as new topics, new presenters, and the performance of past presenters when selecting sessions. OETC has a core of strong presenters that present each year, and while these presenters are essential to the continued success of OETC, we strive to bring in fresh faces and new voices to continue to grow and expand our programming options for attendees.
#OETC20 Scoring Rubric for Session Proposals

Session proposals are reviewed using the following criteria. All proposal submissions are reviewed and scored by the OETC Session Review Panel – a panel specially selected through a formal application process. The panel consists of experts who have knowledge in respective fields and extensive work experience in various learning environments and levels of education. If you are interested in applying for a position as a session reviewer, please visit our [volunteer](#) webpage for more details.

**Session Title (5% OF SCORE)**
As a reviewer, rate the Session Title.

- **0 – 3 Points:** Title provides a limited idea of what the session will cover.
- **4 – 7 Points:** Title is somewhat inviting, clear and descriptive and offers some idea as to what the session will cover and attract some attendees to this presentation.
- **8 - 10 Points:** Title is inviting, clear, very descriptive and provides a “hook” to grab the attendee’s attention and attract attendees to this session.

**Session Description (20% OF SCORE)**
As a reviewer, rate the Session Description.

- **0 – 2 Points:** Description is undeveloped, unclear or confusing; content is questionable or does not seem appropriate for inclusion within the conference program.
- **3 – 4 Points:** Description is fair; content to be presented needs clarification or additional information added. An attendee may not learn from this session.
- **5 Points:** Description is good; content to be presented is clear; some strategies or ideas may be present for attendee to learn.
- **6 – 8 Points:** Description is very strong; content to be presented will likely provide quality information/resources and provide multiple strategies or ideas for attendees to learn.
- **9 – 10 Points:** Description is excellent; content to be presented will likely provide excellent information/resources. The session will likely provide significant, high-quality information, and strategies or ideas for attendees to learn from and implement in their district or organization.
Is this session proposal appropriate for the conference track and session type selected? (10% OF SCORE)
As a reviewer, will this proposal make a worthy Deep-Dive Session, Extended Session, or Educational Session?

- **0 – 2 Points:** The proposal has an inappropriate subject for the session type chosen; does not have enough depth of content for a 3-hour Deep-Dive or 2-hour Extended Session; covers too broad of a topic for a 1-hour Educational Session.

- **3 – 5 Points:** The proposal the has an appropriate subject; the content provided would not fill or provide an engaging 3-hour Deep-Dive or 2-hour Extended Session; too much content or too many presenters to create an effective 1-hour Educational Session.

- **6 – 8 Points:** The proposal has a good subject and has just enough content to fill a 3-hour Deep-Dive or 2-hour Extended Session. The content presented would be an adequate 1-hour Educational Session.

- **9 – 10 Points:** The proposal has a compelling subject and will make an effective 3-hour Deep-Dive, 2-hour Extended Session, or 1-hour Educational Presentation.

Interest and Relevance to Conference Attendees (20% OF SCORE)
As a reviewer, rate the entire session proposal on the interest and relevance to conference attendees.

- **0 – 2 Points:** The proposed session is not current and/or lacks importance or appropriateness to the field. It does not appear to be a worthwhile Educational Session or Panel Discussion.

- **3 – 4 Points:** The proposed presentation is only tangentially related to the field, not completely current or important to the field and/or to the potential audience. It may not be a worthwhile Educational Session or Panel Discussion.

- **5 Points:** The proposed presentation may not be completely current or groundbreaking, but it is relevant to the field and potential audience. It might be a worthwhile Educational Session or Panel Discussion.

- **6 – 7 Points:** The proposed session is current, important, and appropriate to the field and potential audience. It appears to be a worthwhile Educational Presentation or Panel Discussion.

- **8 – 10 Points:** The proposed session is cutting-edge, relevant, ground-breaking, or significant to the field and potential audience. It appears to be a very worthwhile Educational Presentation or Panel Discussion.
Learning Objectives and Outcomes (10% OF SCORE)

As a reviewer, rate the Learning Objectives and Outcomes for this session.

- **0 – 2 Points**: Learning objectives and outcomes are undeveloped, unclear or confusing; is questionable or does not seem appropriate the type of session chosen.
- **3 – 5 Points**: Learning objectives and outcomes are stated or implied, but may lack sufficient focus.
- **6 – 8 Points**: Learning objectives are defined and achievable.
- **9 – 10 points**: Learning objectives are clearly defined and should produce an excellent presentation.

Attendee Challenge (10% OF SCORE)

As a reviewer, how would this session challenge conference attendees to think differently about this topic?

- **0 – 2 Points**: The submitter provided a weak or underdeveloped statement on how attendees thinking or perception of a topic would be challenged by this session or has left this section blank.
- **3 – 5 Points**: The submitter provided some evidence that shows how attendees thinking or perception of a topic may be challenged by this session.
- **6 – 8 Points**: The submitter provided evidence that shows how attendees thinking or perception of a topic would likely be challenged by this session.
- **9 – 10 Points**: The submitter provided compelling evidence that shows how attendees thinking or perception of a topic would likely be challenged by this session.

Alignment with Conference Theme (5% OF SCORE)

As a reviewer, rate the entire session proposal on how it aligns with the conference theme - *Focusing Our I’s*.

- **0 – 3 Points**: Session does not align with the conference theme.
- **4 – 6 Points**: Session has an indirect alignment with the conference theme.
- **7 – 10 Points**: Session has a direct alignment with the conference theme.
Presenter Qualifications (20% OF SCORE)
As a reviewer, rate the presenter’s qualifications.

- **0 – 2 Points:** Presenter’s qualifications do not indicate competence in the area covered by the session; does not include experience presenting at a conference or has left the section blank.
- **3 – 4 Points:** Presenter’s qualifications indicate limited competence in the area covered by the session and limited experience presenting at a conference.
- **5 Points:** Presenter’s qualifications indicate competence in the area covered by the session (has listed experience practicing in the area) and has presented local professional development events or regional conferences.
- **6 – 7 Points:** Presenter’s profile indicates a good level of competence in the area covered by the session (has listed experience several years practicing in the area) and has experience presenting at multiple conferences at the regional or state level.
- **8 – 10 Points:** Presenter’s profile indicates applicant is an expert in the area covered by the session (has multiple years – 5 or more – of experience teaching/practicing in the area and/or has an advanced degree in the area and/or has received awards in the area) and is a seasoned conference presenter that has presented at multiple conferences including statewide and national events.
#OETC20 Session Proposal Worksheet

This worksheet is for session proposal development ONLY.
Session proposals must be submitted via the online 2020 Ohio Educational Technology Conference Presentation Portal.

#OETC20 Presenter Account Information

<table>
<thead>
<tr>
<th>Lead Presenter</th>
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<tr>
<td>Name</td>
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<td>Organization</td>
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<td>Address</td>
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<td>Biography</td>
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<tr>
<th>Lead Presenter Additional Info.</th>
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<tr>
<td>Photo</td>
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<tr>
<td>Presenter Photos should be jpeg files (.jpg) and 300 px wide X 400 px high. Try to keep the file size on these photos under 100 kb to provide the best user experience on mobile devices and limited bandwidth internet connections.</td>
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<td>Twitter Handle</td>
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<td>Facebook URL</td>
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<td>Pinterest URL</td>
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#OETC20 Session Title and Format

<table>
<thead>
<tr>
<th>Session Title</th>
<th>Required</th>
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<tbody>
<tr>
<td>The session title must be written in Title Case writing style (capitalize first and last word and principle words in-between). Session titles may have a maximum length of 10 words. Session titles should be original and not include abbreviations or acronyms.</td>
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<td>10 Word Limit</td>
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<th>Session Format</th>
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<tbody>
<tr>
<td>Choose your session format from the list shown.</td>
<td>Learn Today, Do Tomorrow Discuss &amp; Discover Make. Build. Do.</td>
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### Track, Audience, Grade Level, and Skill Level

#### Session Track
**REQUIRED**
Choose the best session track for your session proposal from the list shown.

Descriptions of the #OETC20 Session Tracks are on the OETC website within the "PRESENTERS" section.

- Focus Our I's: Ingenuity and Impact
- Focus Our I's: Infrastructure and Integrity
- Focus Our I's: Implementation and Integration
- Focus Our I's: Inspiration to Innovation
- Focus Our I's: Inclusion and Involvement
- Focus Our I's: Interaction and Interchange
- Focus Our I's: Initiatives of the State of Ohio

#### Audience (Keywords Section)
**REQUIRED**
Describes the job or role the attendee has in their district or institution. Choose the most appropriate audience(s) for your presentation proposal.

- Adult Education - ASPIRE
- Leadership - including superintendents, administrators, principals, treasurers, policy staff
- Instructional and Curriculum Coaches and Staff
- Higher Education Faculty and Administrators
- Technology Staff – including technology directors, coordinators, integration specialists, network engineers, and IT support
- Educators – teachers, professors, education aides
- Librarians/Library Media Specialists
- College and Career planning – career tech, workforce development and placement, college planning, college credit plus

#### Grade Level (Keywords Section)
**REQUIRED**
Further specifies the role of the attendee in their district or institution. Choose the most appropriate grade level(s) for your session proposal.

- Ohio’s Learning Standards PK-2
- Early Childhood (PK-3)
- Ohio’s Learning Standards 3-5
- Middle Childhood (4-9)
- Ohio’s Learning Standards 6-8
- Adolescence to Young Adult (7-12)
- Ohio’s Learning Standards 9-12
- General: PK-12
- Higher Education
- General: PK-20

#### Skill Level (Keywords Section)
**REQUIRED**
Details the skill level of the attendee. Choose the most appropriate skill level(s) for your session proposal.

- Introductory
- Intermediate
- Advanced

#### Future Ready Ohio Gear Alignment (Keywords Section)
If you are familiar with Future Ready Ohio, please select the Future Ready Ohio Gear that most closely aligns with the learning objectives of your session proposal.

- Future Ready – Budget and Resources
- Future Ready – Collaborative Leadership
- Future Ready – Community Partnerships
- Future Ready – Curriculum, Instruction, and Assessment Gear
- Future Ready – Data and Privacy Gear
- Future Ready - Personalized Professional Learning Gear
- Future Ready - Robust Infrastructure Gear
- Future Ready - Use of Space and Time Gear
**Session Information**

<table>
<thead>
<tr>
<th>Session Description <strong>REQUIRED</strong></th>
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<tbody>
<tr>
<td>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.</td>
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<td>If your proposal contains any special characters – use the special character keyboard provided.</td>
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<tr>
<td>Proposals should clearly demonstrate the use of effective learning principles and practices, as well as provide an immediate application to the education work of the attendees.</td>
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<td><strong>Session descriptions should be no more than 1000 words.</strong></td>
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<tr>
<th>Theme Alignment <strong>REQUIRED</strong></th>
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<tr>
<td>How does this session reinforce or address the theme for #OETC20.</td>
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<td><strong>There is a limit of 1000 words for the Theme Alignment.</strong></td>
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<th>Learning Objectives <strong>REQUIRED</strong></th>
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<td>Please list up to three session learning objectives/outcomes for participants.</td>
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<td><strong>There is a limit of 1000 words for the Learning Objectives.</strong></td>
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<th>Session Challenge <strong>REQUIRED</strong></th>
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<td>How would this session challenge conference attendees to think differently about this topic?</td>
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<td><strong>There is a limit of 1000 characters for the Session Challenge.</strong></td>
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<th>Presenter(s) Qualifications <strong>REQUIRED</strong></th>
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<tbody>
<tr>
<td>Please list the qualifications for each presenter that will participate in this session. This list may include but is not limited to:</td>
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<td>Previous presentations at local, state or national events.</td>
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<td>College degree(s), certificates, or other credentials indicating expertise in the material presented in the session.</td>
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<td>Relevant work experience.</td>
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# Session Preferences

## Session Length Preference

**Required**

Please indicate the length of your session in the blank text box provided.

- □ Standard One (1) Hour Educational Sessions
- □ Extended Two (2) Hour Extended Educational Sessions
- □ Deep Dive Three (3) Hour Educational Session

## Scheduling Preference

What day would you like to present your session?

- □ Check if you can present on Tuesday, February 11, 2020
- □ Check if you can present on Wednesday, February 12, 2020
- □ Check if you can present on Thursday, February 13, 2020

## Session Notes and Special Requests

Room set, ideal audience size, etc.

### Do you have a Social Media hashtag for your session?

- □ Yes, I intend to have students participate in my session.

### Do you intend to have student assistance (i.e., student presenters, student demonstrations, student helpers)?

Number of Student Presenters Expected:

Description of their participation:

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*OETC 2020*  
February 11-13, 2020  
Greater Columbus Convention Center