



FORWARD

BACKWARD FORWARD



#OETC23 Comprehensive Guide to Submitting a Session Proposal

#OETC23 Theme

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Celebrating the Past; Creating the Future.

#OETC23 Presenter Submission Tips & Suggestions

Every year, the Ohio Educational Technology Conference (OETC) and the Session Reviewers work diligently throughout the peer review process to ensure that only the highest-quality session proposals offering the most educational value are accepted for the OETC schedule.

Here are some tips and suggestions to assist you in crafting a high-quality proposal:

- 1) Get to know the event! 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) Brainstorm before you start writing. What are the “takeaways,” learning objectives, or key point(s) of the presentation? What will be in your presentation? How will you engage the audience?
- 3) Review the following Proposal Writing Resources for tips on drafting your proposal:
 - [Tips for Writing a Winning Conference Proposal](#)
 - [6 Tips for Submitting a Successful Presentation Proposal](#)
 - [How to Write a Successful Conference Proposal](#)
- 4) Draft your proposal prior to submitting it in the #OETC23 Programming Portal. The portal allows you to save and edit a proposal using the “Save as Draft” button; however, technology issues are possible. To avoid lost data, it is recommended to save a copy of your work on your own device.
- 5) Pasting plain text works best when submitting your proposal online. Make sure to review your work, including a spelling and grammar check.
- 6) Prepare a professional presenter biography for submission. Attendees use this information to assess your capabilities and qualifications to deliver your presentation. Here are some Tips on Writing an Effective Speaker Biography:

- A presenter biography is a summary of your education, work history, and expertise that is relevant to your session proposal topic. The biography length for OETC is a maximum of 200 words.
 - Include your current job title and a brief mention of work history and experience that is relevant to your speaking topic and audience.
 - Include academic qualifications, awards, and a reference to published work, but only if applicable to the material you are presenting.
- 7) Submit only your best proposals. Each presenter can submit a maximum of 6 proposals for consideration for OETC.

#OETC23 Presenter Terms and Conditions

Email Communications

The Ohio Educational Technology Conference is not responsible for any email notifications that are not delivered, lost, misdirected, delayed, or rejected by the recipient's email system. Please check with your IT administrator to ensure conference email domains are not being blocked by security software and fire walls.

Commercial Content

Ohio Educational Technology Conference sessions are learning experiences and are non-commercial presentations. Sessions 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 of implementation, insight from an end-user, 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. Exhibitors and sponsors or anyone connected to an exhibiting/sponsor company are not to participate in these educational sessions.

Session Notifications

- Notifications of Session Proposal status' will be sent via email to the Lead Presenter in December. Session proposals may be accepted, wait-listed, or declined.
- Once OETC has scheduled all accepted sessions, the Lead Presenter of an accepted session proposal will be notified via email of their scheduled session time(s). Included in this email will be instructions on how to accept/reject the scheduled time and applicable deadlines. Please keep in mind that OETC will make every effort to accommodate special requests but cannot guarantee placement of all session requests.
- In the event the session acceptance process is not completed by the Lead Presenter by the given deadline, OETC reserves the right to replace the session by a wait-listed session.

Session Handouts, Slides, and Additional Materials

If your session proposal is accepted, you may upload pdf copies of the presenter notes, PowerPoint slides, or other materials that will be made available to conference attendees through the conference website or mobile app. Specific instructions for uploading your documents will be emailed to you if your proposal is accepted.

AV Equipment provided and Room Set-up

OETC will provide the following equipment/services for each Educational Session:

- Presenters table, standing or tabletop lectern
- Wireless Internet connection
- Projection screen
- One LCD projector
- Microphone

Note: Presenters are required to provide their own presentation device and applicable adaptors (i.e. dongles, HDMI connectors, laptop, tablet or any other device needed) for all sessions.

Session Cancellations

Presenters of scheduled sessions must notify OETC at info@oetc.ohio.gov if a scheduled session must be canceled for any reason. In the notification, please be sure to include the session title, date and time of session, and presenter's name.

Failure to notify OETC of a session cancellation, or failure to present a scheduled session at #OETC23, may disqualify the session presenter(s) from being considered to present at future Ohio Educational Technology Conferences.

Schedule Changes

At its sole discretion, OETC reserves the right to make any changes to the Conference schedule prior to the event and on-site. OETC agrees to give advance notice of any schedule changes to the presenter if time permits, but assumes no liability for changes, additions, or deletions to the Conference schedule.

Sessions

- **Educational Sessions 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.

- **Extended Educational Sessions Two (2) Hour Sessions**

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. There will be a limited number of Extended Educational Sessions scheduled, so these are expected to be high quality, hands-on sessions.

- **Conference Tracks-Audiences/Keywords**

The Ohio Educational Technology Conference is celebrating the past 25 years and creating the future with technology, to ensure student success. Our conference tracks represent the future of teaching and learning with technology for our audience.

Instruction

The Instruction track provides sessions for anyone in an educational role (teachers, instructional technologists, educational coaches, pre-service teachers, curriculum leaders, professors) with a front row seat to innovative technology learning experiences. Sessions cover a wide range of topics useful in the education environment. Sharing best practices is encouraged.

Instruction	
<ul style="list-style-type: none">• Accelerated Learning (Literacy and Numeracy).• Artificial Intelligence	<ul style="list-style-type: none">• Integration• Learning Management Systems• Literacy



<ul style="list-style-type: none"> • Balancing Screen Time • Best Practices • Blogs • Classroom Device Management • Coaching Techniques/Strategies • Collaboration with Teachers • College Credit Plus • Coding • Computer Science • Curating Resources and Tools • Cyber Safety/Security • Design Thinking • Differentiated Instruction for all Learners • Digital Citizenship • Digital Teaching Tools • Distance Learning • Drones • Equity • Esports • Evaluating Technology Tools • Gaming • Inclusion • Innovation in the Classroom • Instruction 	<ul style="list-style-type: none"> • Maker Spaces • Mobile Learning • Overcoming Obstacles to Learning • Personalized Learning • Podcasts • Preparing Students for Future Success • Problem Based Learning • Professional Development • Screen Time • Social Media • Staff Wellness • State Testing/Assessment • STEAM/STEM • Student Data Privacy • Student Wellness (Mental health and School Safety) • Technology in relation to family and community • Universal Design for Learning (UDL) • Video Creation/Productions • Workforce Readiness
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Information Technology

The Information Technology track provides information for anyone in the IT fields and learning experiences. Sessions focus on a range of topics and training. Innovative technology is welcome along with best practices supporting student success.

<p>Information Technology</p>	
<ul style="list-style-type: none"> • Bandwidth • Best Practices • Budgeting • Collaboration • Coding • Computer Science • Communications • Customer Service • Cyber Safety/Security • Drones • Equity • Emergency Connectivity Fund • E-Rate • Esports • Evaluating Technology Staff • Gaming • Infrastructure • Innovative Technology • Learning Management Systems 	<ul style="list-style-type: none"> • Leading in Schools • Leading Staff • Network Security • Overcoming Obstacles to Learning • Professional Development • Project Management • Purchasing • School Safety • Social Media • State Testing/Assessment • Strategic Planning • Student Data Privacy • Student Wellness (Mental health and School Safety) • Supporting STEAM/STEM • Technology Legal Issues • Technology Policy • Wireless • Workforce Readiness



Leadership

The Leadership track provides sessions for those in leadership role in education (superintendents, principals, treasurers, district administrators, business officials, operations managers, facilities manager). Sessions focus on topics related to leadership, social media, family engagement, student wellness and technology.

Leadership	
<ul style="list-style-type: none"> • Accelerating Learning (Literacy and Numeracy) • Assessing • College Credit Plus • Computer Science • Communications • Cyber Safety/Security • Data Privacy Concerns • Digital Citizenship • Digital Wellness • Distance Learning • Drones • Emergency Connectivity Funds • Equity • E-Rate • Evaluating Technology Staff • Family Engagement • Learning Space Design • Literacy 	<ul style="list-style-type: none"> • Overcoming Obstacles to Learning • Preparing Students for Future Success • Professional Development • School Safety • Screen Time • Social Media • Strategic Planning • Student Data Privacy • Student Wellness (Mental health and School Safety) • Staff Wellness • State Testing/Assessment • Technology Legal Issues • Technology Policy • Telehealth • Universal Design for Learning (UDL) • Workforce Readiness

Library and Media Specialist

The Library and Media Specialist track provides sessions geared toward library and media specialists. Topics focus on technology in collaborative spaces, literacy, family engagement, social media and more.

Library and Media Specialist	
<ul style="list-style-type: none"> • Accelerating Learning (Literacy and Numeracy) • Artificial Intelligence • Blogs • Coding • Collaboration with Teachers • Copyright • Communications • Computer Science • Curating Resources and Tools • Cyber Safety/Security • Digital Citizenship • Distance Learning • Drones • Equity 	<ul style="list-style-type: none"> • Global Connections • Learning Space Design • Learning Management Systems • Literacy • Maker Spaces • Media Literacy • Open Educational Resources (OER) • Overcoming Obstacles to Learning • Podcasts • Preparing Students for Future Success • Screen Time • Social Media • State Resources • STEAM/STEM



<ul style="list-style-type: none"> • Esports • Family Engagement • Gaming • Genius Hour 	<ul style="list-style-type: none"> • Student Wellness (Mental health and School Safety) • Universal Design for Learning (UDL) • Workforce Readiness
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Conference Session Proposal Selection

Technical Review

The Ohio Department of Education’s Technical Review Team will ensure that each submitted session proposal includes all required information prior to scoring the application. The Technical Review Team will consist of those members of the center organizing the conference. Depending on the number of proposals submitted, incomplete proposals MAY be returned to the submitter for completion.

Independent Review Team

A team of independent peer reviewers will assess and score all submitted proposals, with each member assigned to review a select number of the received proposals. Each proposal will be reviewed by a minimum of two reviewers. Review teams are comprised of education stakeholders with competency and a knowledge base stemming from education and practical work experience in education related fields and/or subject matter based on the conference topic. The team will be identified by the ODE conference organizer and approved by Center leadership and may consist of internal and/or external members as determined appropriate by the ODE conference organizer and Center leadership.

Individual reviewers will not be identified by name. Instead, each will be assigned a reviewer number that will be used in all scoring documents.

Review Scoring

The following criteria will be used by the individual review team members to evaluate each assigned proposal.

Section A: Session Content <i>For each of the listed questions, the reviewers will indicate the most appropriate response.</i>			
Yes	No	1. Session Title	Is the title clear and does it inform attendees of the content the session will cover?
Yes	No	2. Session Description	Does the description include one or more strategies or ideas for attendees to learn?
Yes	No	3. Session Interest	Does the proposed session have the potential to draw an audience?
Yes	No	4. District Implementation	Does the proposed session represent real-life implementation by an Ohio school district or community school?



Yes	No	5. Sales Pitch	Does the proposed session represent a sales pitch for a specific product, service, or individual's platform available for purchase?
Yes	No	6. Department Alignment	Does the proposed session align with Department messages, priorities and/or goals?
Yes	No	7. Department Vision	Does the proposed session contradict Department strategic priorities?
Yes	No	8. Presenter Platform	Does the presenter's platform contradict Department strategic priorities?
Yes	No	9. Presenter Qualifications	Do the presenter's qualifications indicate a good level of competence or experience in the session content?

Section B: Session Relevance *The reviewers will rate the session proposal on the relevance to conference attendees.*

0	The content of the proposed session is not current and/or is not relevant to the conference topic and the potential audience.
1	The content of the proposed session may not be completely current or groundbreaking, but it is relevant to the topic of conference and the potential audience.
2	The content of the proposed session is current, important, and relevant to the topic of the conference and the potential conference audience.
3	The content of the proposed session is cutting-edge, relevant, ground-breaking and/or is significant to the topic of the conference and the potential conference audience.

Section C: Data Driven / Evidence-Based *The reviewers will rate the session proposal on the data driven or evidence-based level that best describes the session.*

0	The content of the proposed session is primarily based on the opinions or sole experiences of the presenter.
1	The content of the proposed session references some high-quality data for the audience's consideration.
2	The content of the proposed session is driven by substantial data and/or evidence of interest to the audience.
3	The content of the proposed session has strong potential to contribute to the audience's knowledge of replicable, evidence-based practices.

Individual conference organizers may add requirements specific to the conference in the section below.



Individual reviewers will complete the score sheet based on their independent review of the session proposal using a separate score sheet. The reviewer will provide comments for each of items 5, 7 and 8 for which they gave a *Yes* determination and for items 6 and 9 if they gave a *No* determination.

The reviewer will identify the appropriate session topic from a list provided by the conference organizer. If there are defined conference tracks, they will indicate the appropriate session track.

The reviewer will make a final recommendation for each session proposal of *Thumbs Up*, *Thumbs Down* or *Hold*. Selecting *Hold* indicates that the reviewer feels additional discussion may be needed.

Session Selection – Process

Following the technical review, proposals will be assigned to the review team. Each proposal will receive a minimum of 3 independent reviews. Reviewers will use a provided scoresheet to record the results of their review.

The conference organizer will review the data for any discrepancies between the reviewers and to identify any sessions for which Items 5, 7 or 8 in Section A received one or more *Yes* determination and for which Items 6 or 9 received one or more *No* determination.

The entire review team will meet to discuss final recommendations based on the independent reviews using the follow business rules:

1. All session proposals with unanimous *Thumbs Down* recommendations by individual reviewers will be rejected.
2. All sessions with unanimous *Thumbs Up* recommendations by individual reviewers will be considered as a qualifying proposal only if they did not have a *Yes* determination for items 5, 7 or 8 or a *No* determination for items 6 or 9 in Section A.
3. The team will discuss any proposals for which there is a discrepancy between the reviewers to make a final *Thumbs Up/Thumbs Down* recommendation. Those with a *Thumbs Up* recommendation will be considered to be a qualifying proposal. Those with a *Thumbs Down* recommendation will be rejected.
4. The team will discuss all session proposals that received at least one *Yes* determination on items 5, 7 or 8, as well as all proposals that received a *No* determination on items 6 or 9 to make a final *Thumbs Up/Thumbs Down* recommendation and document the rationale. Those with a *Thumbs Up* recommendation will be considered to be a qualifying proposal. Those with a *Thumbs Down* recommendation will be rejected.
5. Determine available space. If space does not allow all qualifying proposals to be included, the team will:
 - a. Review the frequency of individual topics to determine how many to include.
 - b. Review scores in Section B (relevance) and Section C (data driven/evidence-based) to rank qualifying proposals.
 - c. Make final *Thumbs Up/Thumbs Down* recommendation and document rationale.
6. If space allows, session proposals with a unanimous *Hold* recommendation by individual reviewers will be discussed to determine which sessions will be included.

The conference organizer will provide the final recommendations to their Center leadership for approval in the form of two lists (Recommended for Inclusion and Recommendation for Rejection). The recommendations shall include the session title, presenter(s), and short description of the proposed session.



The Recommendation for Rejection list will include the reason for the recommendation.

Center leadership will provide the final session lists to the Department's Agency, Legal, and Communications leadership for informational purposes.

