OKSTE

OKLAHOMA SOCIETY FOR TECHNOLOGY IN EDUCATION

CALL FOR PROPOSALS FOR OKSTE CONFERENCE NOV. 2ND & 3RD 2022

SUBMISSION GUIDE

OKSTE HELPS EDUCATORS AROUND THE STATE USE TECHNOLOGY TO SOLVE TOUGH PROBLEMS IN EDUCATION. FOLLOW THESE TIPS TO MAKE YOUR PROPOSAL STAND OUT:

- **Be a guru**. Don't just speak; impart tech and pedagogical knowledge like the expert you are!

- **Be relevant**. Choose a trending topic.

- **Inspire**. Empower educators and students to lead.

- **Engage**. Encourage participation and be so enthralling your audience will forget to multitask.

- **Preach**. Talk about the importance of access for all learners.

- **Be neutral**. Don't sell a brand; sell an idea!

- **Be true**. Align to the ISTE Standards.

- **Show don't tell**. Demonstrate creative use of technology.

Creating an exceptional session

The key to providing an exceptional presentation and being selected to present at the OKSTE conference is all about the form you present to the selection committee. The following section will help guide you through the process of submitting your proposal to OKSTE.

Conference Theme is "The Power of Innovation"

It is recommended that your presentation be geared toward our conference theme.

STEP 1: Pick Your Format

Choose a session format that best fits your presentation style and content.

LISTEN AND LEARN

One-way audience interaction

LECTURE
1 hour
Traditional

PARTICIPATE AND SHARE

Moderate audience interaction

INTERACTIVE LECTURE
1 hour
Some activities
for audience
participation

EXPLORE AND CREATE

Extensive audience interaction

MASTER CLASS
45 to 90 minutes
Hands-on activities to
Create
resources/projects or
Technology deep-dives

STEP 2: CHOOSE A TRACK

Select the topic that best fits your proposal.

STEP 3: ADD PRESENTERS

Add any additional presenters that will be presenting with you.

STEP 4: COMPLETE YOUR PROPOSAL

BE SURE TO:
- Indicate what participants will learn.
- Be detailed in the purpose and objectives of the session.
- Outline the content covered and the process for engaging participants fully.
- Provide research supporting your session.
- Know and understand your format structure.

STEP 5: HIT SUBMIT!

Submit online: **https://form.jotform.com/220545884680160**

Submission Deadline - April, 18, 2022

How do I submit my presentation proposal?

All proposals must be submitted via our online submission form. You can create a partial submission and return to it later by clicking the "Save and Continue" button.

Do I have to be an OKSTE member to present?

You do not have to be a member when you submit a proposal, but you will have to register for the conference. You can also choose to become a member of OKSTE if you wish. Pricing for registration and membership are available on our website.

Is there a fee to submit?

There is no fee to submit. However, if accepted, you must register to attend the conference.

Do I have to register OKSTE for the conference if my proposal is accepted?

Yes, you must register for the conference to be eligible to present.

Can I submit more than one proposal?

Yes, however submitting multiple proposals under different formats does not increase the chances of being accepted.

When do I need to complete my submission?

We must receive your submission before midnight on April 18, 2022.

What is the likelihood my proposal will be accepted?

Likelihood of acceptance depends on the quality of the proposal and how many proposals are received for the session format you choose. Our review process is rigorous. We select the best sessions according to relevance and broad appeal; alignment with conference theme; learning outcomes; novel, innovative, creative; and organization and format, to the criteria listed on Page 1 of this guide. Be sure to begin crafting your proposal early enough to allow time for your own review and adjustments.

Do I need to include all presenters at the time of proposal submission?

Yes, the name, email and employer of each adult presenter must be listed on the proposal. Student presenters can be added to sessions by the submitter at any point.

When will I find out if my proposal has been accepted?

We will send an email notification mid-August when decisions have been posted on presenter menus.

How should I deliver my presentation?

The method you use to deliver your presentation must align with one of the following session formats:

LECTURE*
One or more presenters addressing a seated audience.

INTERACTIVE LECTURE*
Audience participation and presenter interaction are ingrained in a traditional lecture

MASTER CLASS*

A 45 or 90 minute lab or deep-dive that models and allows participants to practice and experience a hands-on creation activity, a run-through of a project-based unit, or the mastering of a specific productivity tool or skill that they can take home and implement immediately. The length of the session should be determined by needs of the activity and intended learning outcomes.

All presenters and participants are required to bring their own presentation devices.

*This session format takes place in rooms equipped with presenter wireless internet connection, LCD projection with screen, lavalier mics (if needed), and sound system to connect to presenter's own device.

Call for Proposals Form Sections:

Presenters

As the proposal submitter, you have been designated as a presenter and have exclusive access to edit this submission. You may change your role and/or add presenters below. Anyone you add to this proposal with an email address will be notified and invited to create their own presenter menu to view, but not edit, this proposal. OKSTE believes that by cultivating a community of educators with a wide range of experiences, diverse backgrounds and perspectives, we enhance the practice of all educators. For each proposed speaker, please consider how they contribute to the diversity of experience, opinion and representation in the session.

Title of Presentation

Your title should help attendees easily understand the topic of your session, with the first few words aiming to attract your session's primary audience (limit 12 words). Example: 10 Easy Ways to Bring Digital Creation Into Early Childhood Classrooms

This will be part of your public session proposal on the conference website and mobile apps

Format of presentation

Listen and Learn: Primarily one-way interaction between presenters and audience.
LECTURE: An hour long presentation with one or more presenters addressing a seated audience.

Participate and Share: Moderate interaction either between presenters and audience or among participants.
INTERACTIVE LECTURE: A lecture featuring audience participation and interaction with the presenter(s) during the session, such as collaborating on a document, creating an interactive project or participating in a presenter-led backchannel, poll or other activity.

Explore and Create: Extensive interaction between presenters and audience, with the audience providing their own devices.
CREATION LAB: A 45- or 90-minute lab that models and allows participants to practice and experience a hands-on creation activity, a run-through of a project-based unit, or the mastering of a specific productivity tool or skill that they can take home and implement immediately. The length of the lab should be determined by needs of the activity and intended learning outcomes.

Session Track

Digital Age Teaching and Learning
Leadership
Professional Learning
Coaching - "train the trainer model"
Tech Delivery and Support

Session Topic - Choose up to 3 topics that applies to your presentation

Artificial Intelligence
Assessment/evaluations/use of data
Assistive and adaptive technologies
Augmented, mixed and virtual reality
Coaching and mentoring
Computer science and computational thinking
Communication and collaboration
Creativity and curation tools
Curriculum planning and evaluation
Digital citizenship
Distance, online and blended learning
Educational policy
Emergent technologies
Equity and inclusion
Funding & accountability
Games for learning and gamification
Global collaboration
Innovation in early childhood/elementary
Innovative learning environments

Instructional design and delivery
Leadership
Library/media
Maker activities and programs
 Online tools, apps and resources
Open educational resources
Personalized learning
Professional learning
Project-, problem- and challenge-based learning
Safety, security and student data privacy
Social emotional learning
Science of Learning
Storytelling/multimedia
Student agency, choice and voice
Teacher education
Technology infrastructure and connectivity
Universal Design for Learning/differentiated learning
Using the ISTE Standards

Subject Area - Choose up to 2 subject areas

Career and technical education
Computer science
ELL
Health and physical education
Language arts
Math
Music
Performing/visual arts
Science
Social studies
Special education
STEM/STEAM

Target Audience - Choose who your audience will be

Chief technology officers/superintendents/
Coaches
Curriculum/district specialists
Library media specialists
Principals/head teachers
Professional developers
Teachers
Teacher education/higher ed faculty
Technology coordinators/facilitators

Grade Level your presentation would apply to

PK-2
3-5
PK-5
6-8
6-12
9-12
PK-12
Higher Education

SUMMARY

Proposal Summary

Your answers to the following questions will be combined to create your proposal summary. If your proposal is accepted, this summary information will be made viewable on the conference website and mobile app.
Please make sure that all content (including spelling and grammar) is suitable for public reference.
Keep in mind that the proposal reviewers may not know you or your reputation or be familiar with the specific technologies, models or instructional strategies you are addressing. Be sure to provide sufficient detail including full names (not acronyms) and brief descriptions of all such elements in your proposal summary so reviewers can evaluate the relevance and usefulness of the information to attendees.
Specifically, reviewers will evaluate your proposal for its:

- Relevance of the topic to the educational technology field and OKSTE audience.
- Alignment with Conference Theme.
- Learning Outcomes.
- Novel, Innovative, Creative.
- Organization and Format.
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Description of what participants will learn:

Write a brief but detailed description of your session. Hyperlinks cannot be included. Describe what information you will offer and what attendees can expect to learn from your session (limit 50 words).

Purpose and Objectives:

Please provide a detailed overview of the purpose and objectives of your presentation. Describe your objectives as participant outcomes (i.e., what will participants know and be able to do as a result of their participation, or what specific skills will be introduced and practiced). Also include, if appropriate:
- Educational or infrastructure challenge/situation.
- Technology intervention (include specific names/titles and descriptions if tools are not widely known and available).
- Models employed (include brief description).
- Lesson plans or instructional activities/strategies employed (include a brief description of your instructional electronic resources or tools used).
- Evidence of success.

Outline

Provide a detailed outline of your presentation, including:
- CONTENT AND ACTIVITIES: What content will be presented and/or in what activities will the audience participate?
- TIME: How much time will be spent on each content component?
- PROCESS: Include specifics on the frequency and tactics you plan to use to engage the audience (e.g. peer-to-peer interaction, device-based activities, games or contests, etc.).

Learner Outcomes

What will attendees learn and what will they take away from attending your session? Describe any new ideas or strategies attendees will learn, or products attendees will create in your session.

Presenter Background

List each presenter's qualifications and experience with the session topic. Be sure to include any previous presentations on this or similar topics.

ISTE Standards

https://www.iste.org/standards/for-educators
Select at least one, and up to three, ISTE Standards indicators that will be addressed in your presentation.

Visit ISTE.org/standards for the full list.

ISTE Standards Addressed

Explain briefly, but in detail, how your session will address the ISTE Standards indicators selected. Reviewers will be evaluating proposals based on the depth of use and thoughtfulness in implementation of the selected ISTE Standards.

Commercial Presentation

OKSTE recognizes that many sessions focusing on the integration or application of specific technologies may encompass commercial products. This is acceptable provided they are appropriately labeled. If one or more of the presenters represents or was recruited to present by a for-profit company whose products or services are being discussed.

Disclosure Statement

I have been supported financially by a company whose product is being included in my presentation.
Travel support (flights, hotel, etc.)
Stipend or honoraria
Material support (products or services)
Registration
NOTE: The purpose of this question is to disclose this information to attendees. It will not impact session selection.

Presenter Constraints

Conference dates are November 2nd and November 3rd. If you are unable to present on either of these dates, mark the date(s)

Logistics

ATTENDEE DEVICES
Devices are not needed/used in this session.
Devices may be useful, but they are not required for this session.*
Devices are required to effectively participate in this session.*

Laptop	Tablet	Smartphone
Chromebook Mac PC	Windows	Android
iOS		

Attendee Accounts, Software And Other Materials

Please list any software, apps or accounts attendees should have loaded on their devices (including download URLs, if applicable) to best participate in your session. Also include other equipment/materials to bring.

Alternative Room Settings

Does your presentation need an alternative room setting/nontraditional lecture setting? If yes, please describe.

Are You Or Your School District A Member Of OKSTE?

This is just for general information and is not reflective on the acceptance of your proposal