Submission: 2

✉ 🔔 👤 Ada Lovelace

About

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Call

ASTC Virtual 2021 Annual Conference   GO TO CALL

Created

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Author

Ada Lovelace

Section 1

Proposal contact:

By completing this online proposal submission form, you agree to be the primary contact for all proposal and session communications. You will be responsible for sharing all session-related communications from ASTC with session presenters.

First Name:

Ada
Required

Last Name:

Lovelace
Required

Email:

profdev@astc.org
Required

> This section is auto-filled with the submitter's contact information from their myASTC account.

The ASTC Conference Program Planning Committee (CPPC), along with the ASTC staff, evaluates all proposals submitted for the conference. The information that you include in your submission will be used by the reviewers to understand your proposed session and what it will offer attendees, help ASTC promote your session, and guide attendees to the sessions most relevant to them.
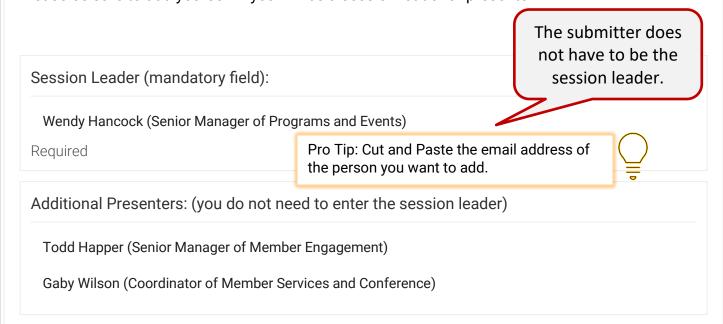
Before submitting, please review the Call for Proposals and related resources on the ASTC 2021 website.

Section 2
Session Presenter Information:

To add a presenter, click "Add presenter" and enter their **email address** to search ASTC's member database. If the presenter's name isn't found, click "add missing user" and enter the presenter's accurate contact information (full name, email, organization, and job title).

Please be sure to add yourself if you will be a session leader or presenter.

> The submitter does not have to be the session leader.

Session Leader (mandatory field):

Wendy Hancock (Senior Manager of Programs and Events)

Required

> Pro Tip: Cut and Paste the email address of the person you want to add.

Additional Presenters: (you do not need to enter the session leader)

Todd Happer (Senior Manager of Member Engagement)

Gaby Wilson (Coordinator of Member Services and Conference)

Section 3
Session Proposal Information:

Select a proposal type:

○ Concurrent: ○ Lightning Talk:

○ Virtual Poster: ○ Pre-Conference Workshop (Half day; 1-4
                                                   hours):

● Pre-Conference Workshop (Full day; 5-8
hours):

Required

Section 4
Session Information:

Title (15 word maximum): A brief and descriptive explanation of your session. This will be the primary way your session is listed in the schedule.

Title goes here – My ASTC 2021 proposal preview - Pre-Conference workshop
Required

Description (500 word maximum): This is the primary element of your proposal that reviewers will use to evaluate your session. Provide a detailed description of your session including topics to be covered, what will happen during the session, plans for audience involvement, learning objectives/audience takeaways, and any additional details you wish to share with reviewers. This information will NOT be included in the conference program.

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Learning objectives/ takeaways:

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Required

Conference Track: Please select one conference track.

○ Advancement and Partnerships/Fundraising   ○ DEAI, Human Resources, and Organizational Culture

○ Exhibits, Experiences, and Technology   ○ External Groups and Collaborators

○ Leadership   ● Operations, Marketing, and Business Development

○ STEM Learning, Education, and Programs

Required

Section 5
Preconference Workshop Details and Timeline:

Are you submitting a Preconference ASTC Intensive workshop proposal?

● Yes   ○ No

Required

In 200 words or fewer, how will the workshop be conducted? Please provide a brief agenda or outline of the workshop in the text box below.

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Provide reviewers with an overall workshop plan, including attendee engagement and timeline.

Timeline:
- Ac tincidunt vitae semper
- Fames ac turpis
- tincidunt nunc pulvinar sapien et
- break
- Platea dictumst vestibulum
- Commodo viverra maecenas
- Mauris commodo

Supplies needed:
- faucibus scelerisque
- Nec ultrices

Required

What is the maximum number of participants for your workshop?

25
Required

Section 6
Diverse Perspectives: Preconference Intensives and Concurrent submissions

Preconference workshop proposals must include Diverse Perspectives information (section

Are you are submitting a Concurrent Session proposal?

○ Yes ● No

Required

ASTC is committed to incorporating diverse perspectives within each session and across the entire conference. In the fields below, **describe how your session represents diverse perspectives, individually and organizationally**. It is critical that each session incorporate diverse perspectives and there is no single way to address this requirement, but consider the following:

- Range of personal identities (e.g., age, ethnicity, race, gender identity and expression, sexual orientation, ability, nationality)
- Variety of career stages and job roles
- Organizations of all types, sizes, and geographies
- Variety of perspectives and topical viewpoints
- Content explicitly focused on diversity, accessibility, inclusion, and equity

Please comment briefly on how your proposal represents diverse INDIVIDUAL perspectives. For example, you may wish to comment on personal identities, career stages, and job roles of presenters. (100 words maximum)

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Required

Please comment briefly on how your proposal represents diverse ORGANIZATIONAL perspectives. For example, you may wish to comment on the organizations represented by the presenters including type, size, and location. (100 words maximum)

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Required

Section 7

Topical Tags: From the dropdown, select up to two tags that best describe the content of your session. A minimum of one tag must be selected.

Tags help attendees search for sessions in the online platform and program.

_____

▼

Required

Topical Tags 2: Select an additional tag from the dropdown.

_____

▼

Section 8
Additional Information:

These questions are optional and based on the

◯ Yes   ◯ No

Required

Special session requirements (50 word maximum): All virtual sessions will include online chat and Q & A; session leaders will be notified of additional in-session tools available in the virtual platform. Please share any additional session requirements.

Section 9
Summary

Summary (50 word maximum): Provide a public description of your session. This text will be used to advertise your session in the online conference program, virtual conference platform, blog posts, and other media; please ensure it is free of grammatical and typographical errors, minimizes jargon, and defines any acronyms. This summary will generally NOT be used for the review of your session proposal.

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Required

These questions are optional and based on the submitter, not the presenters. Any responses will **NOT** be seen by the reviewers or used in the review of your proposal.

Section 10

Demographic Information - Optional

ASTC is committed to ensuring that our programs and activities are inclusive and represent the full diversity of our field. **The following questions are optional and will NOT be shared with proposal reviewers**. They will be used by ASTC, in aggregate, to assess our own performance against our stated values.

These questions were built based upon recommended demographics questions, including the following resources:

- T. Fernandez, A. Goodwin, J. Doyle, D. Verdin, H. Boone, A. Kirn, L. Benson, and G. Potvin. 2016. More Comprehensive and Inclusive Approaches to Demographic Data Collection. *School of Engineering Education Graduate Student Series*. Paper 60.
- Harvard T.H. Chan School of Public Health Office of Regulatory Affairs and Research Compliance (ORARC). 2020. ORARC Tip Sheet: Inclusive Demographic Data Collection.
- Human Rights Campaign Foundation. 2020. LGBTQ Self-Identification in the Workplace.

As an organization headquartered in the United States, ASTC uses demographic categories drawn from U.S. policies and assessment criteria. As an organization with a global membership, we understand that not all of these categories are relevant outside of the United States, and we encourage respondents to use the self-description option to best describe their identities.

If you have any feedback about this form, please contact us at info@astc.org.

The following questions are optional and will NOT be shared with proposal reviewers. Responses are based on the proposal submitter (person filling out this online form), not the presenters.

Section 11

Thank you

Thank you for submitting an ASTC *Virtual* 2021 Annual Conference session proposal. To save a draft of your proposal, click "SAVE DRAFT" in the upper right-hand corner of the online form (near your name). You can then complete your submission at a later time.

To submit your proposal, click "Finish", then review your responses, and click "Submit" to complete the process.

Proposal acceptance notifications will be sent by August 12, 2021.
If you have any questions about your submission, please contact sessions@astc.org.