

## **Session Proposal FAQ** <sup>[1]</sup>

[Proposal Form](#) <sup>[2]</sup> [Call for Proposals](#) <sup>[3]</sup>

### **What will you ask for when I submit a proposal?**

We ask for the following:

- Contact Information
- Session Type and Topic
- Session Leader Biographies
  - Include a short (500 characters or less) biography, addressing your qualifications for leading the proposed session and written in the third person. If the session will have up to three session leaders, provide a bio for each. If the session will have more than three session leaders, provide a bio for the primary leader and a general description of the remaining team members.
- Session Title
  - Many people decide to go to a session based on title alone. Please provide a descriptive session title that is pithy, catchy, and accurately reflects the content of the session (people complain when it doesn't!).
- Abstract
  - In 300 words or less, please provide a brief and accurate description of the session and what participants will enjoy. This will be included in the conference session listing.
- Session Goals
  - Think about the impact your session will have on your audience, not only immediately after but 3-6 months later.
- Audience Engagement
  - Describe the elements of engagement you will include in your session (e.g., discussion, activities, student response systems, question and answer period, etc.), especially if your session is primarily a panel or uses a lecture format. Q&A at the end of your session does not count as adequate engagement.

### **How much time do I have? or How long is each session?**

You may request a session length of 20 minutes or 50 minutes. If you are planning a workshop, you may request a 90 minute session.

## **What if I get started on the proposal form and cannot finish it in one sitting?**

We recommend that you prepare your responses in a separate document and copy/paste them into the submission form once the information is fully prepared. However, it *is* possible to edit a proposal once you have finished the proposal process.

## **How do I make my proposal competitive?**

More than anything else: be accurate! The number one complaint we hear from attendees is when the session abstract or title does not match the session content. Also - be sure to select the session type that best matches your content and delivery method. Is your content new? Are you digitally aware? Are you using innovative practices? Can you back up what you say with research? After that: we're looking for passion, excellent grammar, and a session that sounds engaging and interesting!

## **What does an effective COLTT proposal include?**

Evidence that the session demonstrates a clear link between learning, teaching, and technology. A clear statement about what participants will learn during the session and how they will be actively engaged throughout the session. Information about actionable outcomes, such as practices that can be brought back to home institutions, or demonstrated outcomes of an idea or practice.

## **What happens after I submit my proposal?**

You will see a confirmation screen after you submit your proposal and receive a confirmation email. The program committee will review all proposals during the month of March. Session leaders will be notified via email by May 1 regarding the status of their proposals. Upon acceptance, session leaders will need to complete the Session Leader Agreement in order to hold their place in the program. This agreement obligates them to register for the conference.

## What technology does COLTT provide?

COLTT provides a projector and standard cable, basic classroom tech support and wireless connectivity in each session room. We regret that we cannot provide instructor stations or laptops, flashdrives, or Mac projector DVI connectors/cables. COLTT 2020 is a BYOD (Bring Your Own Device) event for all.

COLTT 2020 is an all-day event Wednesday, August 5, and Thursday, August 6, at CU Boulder in the Seec and Aerospace buildings. Submit questions to: [coltt@cu.edu](mailto:coltt@cu.edu) [4]

[Proposal Form](#) [2] [Call for Proposals](#) [3]

### Groups audience:

Colorado Learning and Teaching with Technology

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**Source URL:** <https://www.cu.edu/coltt/about-coltt/session-proposal-faq>

### Links

[1] <https://www.cu.edu/coltt/about-coltt/session-proposal-faq>

[2] [https://cuboulder.qualtrics.com/jfe/form/SV\\_9yHzU8QH67sINaB](https://cuboulder.qualtrics.com/jfe/form/SV_9yHzU8QH67sINaB)

[3] <https://www.cu.edu/coltt/call-for-proposals>

[4] <mailto:coltt@cu.edu>