

2022 Learning Forward Texas Conference Proposal Instructions

With appreciation to [Learning Forward National](#)



Instructions

Prior to beginning the proposal submission process:

- Review the Proposal Instructions, Conference Strands, the [LFTX Presenter Guidelines](#), and the [Sample Proposal Slide Show](#).
- Review the [Proposal Form PDF](#) or [Blank Proposal Form Google Doc](#).

Once you begin the proposal submission process:

- Read through the proposal slide show and proposal questions then draft your proposal in Word or Google Docs in order to have a copy of your submission.
- Complete the online proposal by copying and pasting it from your original document.
- Review and edit your application and be sure to save the changes. Save the copy of the application you created in Word or Docs and also save the confirmation email receipt from Learning Forward Texas.

You will be notified before March 25, 2022, regarding the status of your proposal.

Thank you and good luck!

2022 Areas of Focus—Conference Tracks or Strands

- Professional Learning (Examples - differentiated professional learning; tips and tricks; presentation design).
- Leadership: (Examples - supporting/mentoring new and first-year teachers; growing your own leaders; instructional coaching; advocacy and educational policy).
- Culture and Climate: (Examples - relationship building; staff SEL; diversity, equity, and inclusion).
- Digital Learning/Security: (Examples - leveraging/using social media; embedding technology in professional learning; digital/online issues and security).

Submission Tips

1. Prepare a draft of your responses to the questions in the proposal form and save them as a Word file or Google Doc. When you are ready, cut and paste your responses into the final proposal form.
2. Sessions that include school district/division employees are given priority. Those who work with schools are encouraged to submit presentations with practitioners as co-presenters.
3. Conference sessions are 90-minutes. Sessions should be designed to engage participants. To ensure a high level of engagement, the session process outlined in the proposal is given greater weight than other criteria in the review process.
4. The intent of our conference is to foster the beliefs, vision, and mission of the organization. All sessions should be designed from a professional learning perspective and align with the conference focus, Learning Forward's Standards for Professional Learning, and Learning Forward vision: Every student is served by educators who engage in profound, high-impact professional learning daily.

Review Process

Proposals are reviewed by Learning Forward Texas staff, the conference committee, and other volunteers. Reviewers use the proposal scoring criteria below as the basis for scoring proposals and evaluating them. Every effort is made to have each proposal scored by a minimum of three reviewers.

Scoring Criteria

- To what degree does the proposal address the Learning Forward Texas vision and professional learning standards?
- To what degree does the proposal address how professional learning advances school or district/division improvement, student achievement, and educator performance?
- To what degree does the session proposal outline a process that models the best in adult learning, participant engagement, and clearly delineated session outcomes?
- To what degree does the proposal provide a unique, creative, or innovative solution to Learning Forward Texas members and conference attendees?
- To what degree is the proposal informed by research and/or evidence-based practice?

Selection Criteria

In addition to the scores awarded a proposal by reviewers, criteria that can be used to determine the selection of a proposal for the program include:

- The number of submissions for an area of focus or topics addressed;
- Vendor presentations that include a school, district, or educator will be prioritized and could incur an additional cost.

Presenter Requirements

- **Proposal Submissions**

A presenter may submit or appear as a presenter/co-presenter on two proposals only.

- **Registration**

All presenters and co-presenters must be conference registrants. Presenters must register for the conference by June 20, 2022. Presenters are expected to be learners as well as presenters.

- **Audiovisual Equipment**

Session rooms will be provided with complimentary wifi and set with a screen and LCD projector. Presenters are responsible for any other equipment.

- **Handouts or Other Materials**

After the review process, accepted presenters will be asked to upload files they want to share electronically with participants. Presenters who prefer printed handouts are responsible for reproducing and providing all handouts for participants. All appropriate sources must be cited and permission, where required, must be obtained with regard to the materials used in the session.

- **Non-Commercial Policy**

Learning Forward policy prohibits the sale of products and services during conference presentations. Presenters may not display or distribute brochures or order forms, talk about their services, promote themselves, or sell their publications. Referencing or citing a presenter's own publications is acceptable, with prior approval.