2017 OAEA Conference Proposal <u>Guide</u>

THIS IS NOT A VALID PROPOSAL APPLICATION FORM
Actual proposal applications must be completed online, only.

Apply online at this link https://oaea.memberclicks.net/conference-proposals-2017

Scoring rubric at this link

https://oaea.memberclicks.net/assets/ConferenceProposals/oaeaproposalrubric.pdf

Proposals are **due May 1 by 11:59pm**

You may **SAVE & return** to your online proposal at any time.

Screens of online conference workshop proposal process are as follows:

Screen 1	Know your **membership** data; - Division, region, contact information...
Screen 2 **Prepare Budget doc. If needed ahead of time**	Select **Type of Workshop**; *Standard*, *Hands-on* or *Ticketed* - If **STANDARD**, then a maximum of $35 will be reimbursed per workshop for consumable supplies/ copies that will go home in the hands of attendees. - If **HANDS-ON**, then have a budget document prepared to upload. A maximum of $65 will be available (with receipts) <u>per hands-on workshop</u>. Budget document (Word doc) should include list of consumable supplies/ copies that will go home in the hands of attendees. - If **TICKETED**, then have a budget document prepared to upload. A maximum of $25 will be available (with receipts) *per ticketed workshop attendee*. Budget document (Word doc) should include list of consumable supplies/ copies that will go home in the hands of attendees.
Screen 3	**Presenter** Information - List any co-presenter (must also be OAEA member) - Presenter credential or profession - Presenter email contact; for summer, for conference booklet Select **Time** for Presentation (2 choices) - 50 min - 1 hour and 50 min Select Intended Audience (check *all that apply*) - Elementary, middle, secondary, higher ed, museum, supervision, preservice, emeritus

	Select Preferred **Day** to Present; Thursday, Friday or Saturday Willingness to **Repeat** Presentation - yes or no - If repeating, then on same day or next day?

Screen 4
 	
Contents prepared ahead of time
	*Have the following **prepared ahead of time** in a document (Word or Google) that you can copy/ paste directly into the online application.*
	
	Workshop title: 8 words or less, An engaging hook
	
	Workshop Booklet Description: 30 words or less, What will attendees learn?
	
	Detailed Description for Review: 150 words or less
	
	   - 1) References for your presentation that build a solid foundation for the qualities of your presentation (i.e. literature, curriculum, standards, or other sources);
	   - (2) Participation: How will attendees be engaged in the presentation/workshop?;
	   - (3) Learning Outcomes: What do you expect participants will learn? How will your presentation expand art education practice? How does it impact the teacher, classroom and/or school?
	
	Educational Connections: How will your presentation connect to 21st Century Skills, Ohio Visual Art Content Standards, OTES, Student Growth Measures, Student Assessments, College & Career Readiness and Common Core Standards, Retired Art Teacher, Community Arts, etc. *Why will this presentation be beneficial?*
	
	(optional) Opportunity to upload 2 images that represent your presentation

Screen 5	**Acceptance of Terms**
	   - You and co-presenters must be current members of OAEA
	   - You are responsible for conference attendance costs on the day you are assigned to present (registration, hotel, meals and transportation)
	   - You are responsible for submitting valid receipts for your presentation materials upon check-in at the conference
	   - You are responsible for providing your own digital and audio/ visual equipment. This includes laptops, speakers, projectors, etc.
	Click "Submit" button
	IF YOU DO NOT AUTOMATICALLY RECEIVE AN IMMEDIATE EMAIL RECEIPT, *then* check your work and re-try or contact Diane Thorpe *immediately*.

You should receive an automatic email receipt of proposal.
If not, then contact Diane Thorpe at workshops@ohioarted.com

Proposal window closes May 1 at 11:59pm