



## A Technology Conference for Teaching and Learning in Higher Education

Wednesday, May 17 & Thursday, May 18, 2023

### Conference Proposal Guidelines

Thank you for your interest in submitting a proposal to present at the RECAP Conference. Please be sure the session addresses innovative examples of using technology in teaching and learning. **Proposals are due by Wednesday, March 1, 2023.** You may present on your own or with a colleague. Follow these steps to submit your proposal at <http://wcupa.edu/recap/>

#### CONSIDER THE SESSION FORMAT

Consider if you are presenting in a small group discussion, sharing/demonstration or a poster session.

- ❖ Demonstrate and discuss innovative educational strategies and technologies implemented
- ❖ Share tools and tricks to manage courses and workload
- ❖ Offer insight regarding technology, methods, questions used to guide and study research
- ❖ Presentations are 45 minutes and may be conducted in formats such as demonstration, lecture, panel discussion, or poster session.

#### CONSIDER SESSION TOPIC(S)

Choose a topic(s) from one of the RECAP Conference topics or provide your own.

- ❖ Active Learning Spaces
- ❖ Adaptive/Assistive
- ❖ Analytics and Data Informed Decision Making
- ❖ Augmented Reality/Virtual Reality
- ❖ Course Design including Face to Face, Hybrid, Blended and Online
- ❖ Creativity and Maker Spaces
- ❖ Emergent Technologies
- ❖ Learning on the Go - Mobile Learning/Social Media/Cloud Computing
- ❖ LMS Innovation, Techniques, and Strategies
- ❖ Student Assessment/Student Engagement
- ❖ Teaching Writing Online
- ❖ Technology/Universal Design for Learning/Accessibility
- ❖ Topic of your choice

## COMPLETE PROPOSAL FORM

When completing the online [proposal form](#), you will need to enter details about the presentation.

- ❖ **Primary Presenter** Contact Information & Bio (Limit 75 words)
- ❖ Is this **First Time Presenting** at RECAP? If no, provide dates if available
- ❖ **Co Presenter(s)** Contact Information and Bio (Limit 75 words)
- ❖ **Session Topic(s)**
- ❖ **Primary Presentation Type** (Demonstration, Lecture, Panel Discussion, Poster Session)
- ❖ **Session Title** (Limit to 12 words)  
*A descriptive title that can stand alone and gives a clear idea of what the session is about.*
- ❖ **Session Abstract** (Limit 50 words)  
*An enticing, concise session description to appear exactly as submitted on the conference website and program.*
- ❖ **Learning Outcomes** (Limit 30 words)  
*State what the audience will gain from this presentation. This information will be published with the abstract.*
- ❖ **Presentation Proposal Summary** (Limit 400 words)  
*A summary of your presentation, to be used for a blind peer-review conference session selection process. Elaborate on the content of your session, its purpose, significance to the selected theme, relevance to educational technology. For small group discussion sessions include a description of the topic, issue or innovative idea to be discussed. For sharing/demonstration sessions, describe the innovative practice to be exemplified.*
- ❖ **Attendee Engagement** (Limit to 400 words)  
*For group discussion sessions, include a description of the topic, issue or innovative idea to be discussed. For sharing/demonstration sessions, describe the innovative practice to be exemplified.*
- ❖ **Presenter and Attendee Technology Requirements**
- ❖ **Presenter(s) Photo Upload** (at least 200x200 pixels in jpg, png, gif formats)

## CLICK SUBMIT

Notification of proposal acceptance will be available in early March 2020

- ❖ Upon acceptance of proposal, the presenter(s) must register for the conference and the conference fee will be waived.

## CRITERIA FOR EVALUATING PROPOSALS

Proposals will be evaluated based on the following criteria during a blind review process.

- ❖ The session aligns with the scope of one of the conference session themes.
- ❖ Clearly stated objective(s) of the session and description of what will be presented or discussed.
- ❖ Clearly stated participant learning outcomes.
- ❖ Relevance of the session to the purpose of the conference.