

DOWNLOAD THIS TEMPLATE AS A WORD DOCUMENT FOR ADVANCE WORK AND COLLABORATION

*Thank you for your interest in presenting at the **EDUCAUSE Annual Conference 2023**. By submitting a proposal, you'll have the opportunity to share future directions, best practices, stories on successful collaborations, or solutions to community-wide issues.*

Important Dates

- **April 17 (11:59 p.m. ET):** All proposals must be received by this date.
- **Late June:** Acceptance notifications sent.
- **October 9-12:** EDUCAUSE Annual Conference 2023, Chicago, IL.
- **October 18-19:** EDUCAUSE Annual Conference Online.

Instructions

Prior to starting your proposal, please take some time to review the [Call for Proposals Info Page](#) which explains in more detail the information you will be asked to provide when completing this form as well as the criteria that reviewers will use to make their selections/recommendations. **Note:** The identities of proposal submitters and proposal presenters will be *hidden* to reviewers during the review process.

By submitting a proposal you are agreeing to the [Guidelines for Submission](#). Please contact the EDUCAUSE speaker liaison, [Sarah Reynolds](#) should you have any questions.

Submitting Your Proposal

Your proposal will not be considered unless it is submitted through the [CFP submission site](#). To begin a new proposal in the site, you will select the + **Add New** button beside a session type. You may come back to update/complete it at any time before the deadline. After this date, no proposals will be accepted—no exceptions. To ensure your proposal has been officially submitted, make sure you have selected **"Finalize and Complete"** so that the system indicates it is in a **"Locked"** status.

Profile Requirement

An EDUCAUSE [profile](#) is **required** in order to submit a proposal and present. You may want to take some time now before proceeding to ensure all presenters have profiles.

Corporate Participation: Industry and Campus Sessions

EDUCAUSE values insights from the corporate community. As such, if you or a co-presenter are a corporate member, you have two options for participation:

1. You can go through the CFP process. The proposal will be peer reviewed and the program committee will determine acceptance to the program. If accepted, no fee will apply to participate in the program, other than the conference registration fee to attend. These sessions are highly competitive and only the highest quality, most relevant "thought leader" sessions will be accepted. We ask that you include at least one higher education representative to help make the session applicable to our audience.
2. You can contact corp@educause.edu to purchase an Industry and Campus session, in which case you will receive specific instructions about how to submit your session details after the purchase is made. Do not go through the CFP process below with this option. Limited opportunities are available.

Proposal Resources

- EDUCAUSE Annual Conference [Call for Proposals Website](#) (includes full information on the session tracks, formats, and selection criteria).
- EDUCAUSE **Presenter Concierge** [website](#) for tips on creating an outstanding proposal.

In-Person Delivery Formats Offered:

- **Critical Conversations** (30 or 45 minutes, up to two presenters)
- **Demonstration** (30 minutes, up to two presenters)
- **Poster Session** (45 minutes, up to two presenters)
- **Presentation/Panel Session** (Either 30 or 45 minutes, up to four presenters)
- **Preconference Workshop** (Either half or full day, up to four presenters)

Online Session Delivery Formats Offered:

- **Lightning Talk** (A series of 10-minute talks; up to two presenters)
- **Live Session** (Either 20 or 45 minutes, up to two presenters)
- **Simulive Presentation** (20 minutes, up to two presenters)

For an overview of each delivery format, [click here](#).

***All proposals must be submitted through the
EDUCAUSE [Call for Proposals submission site](#) by **April 17, 2023**.***

Submission Form Contents:

EDUCAUSE
ANNUAL CONFERENCE 2023

October 9-12 | Chicago, IL
October 18-19 | Online

Fields marked with an asterisk () are required.*

Session Information

*Delivery Format:

EDUCAUSE is offering an in-person conference in Chicago, October 9-12 and an online event October 18-19. NOTE: Please do not submit identical proposals for different formats or events. Select your Session [Delivery Format](#) below for either the in-person conference or online event:

In-Person Session Delivery Formats:

- o Critical Conversations
- o Demonstration
- o Poster Session
- o Preconference Workshop
- o Presentation/Panel Session

Online Session Delivery Formats:

- o Lightning Talk
- o Live Session
- o Simulive Presentation

Session Title:

Please submit a short, yet descriptive session title. We encourage you to be creative. Please use title capitalization. IMPORTANT: Do not use abbreviations and do not include institution, company, or product names anywhere in the session title. (100-character limit)

*Session Title:

*Session Abstract:

Share the overview/abstract for your session. If your proposal is accepted, please note that the abstract is what most attendees will use to make decisions about what sessions to attend. **What can you say that will encourage your colleagues to attend your session?** In 1 - 2 sentences, tell us what you will cover during your session. (1,500-character limit)

***Session Outcomes/Takeaways:**

Identify **three key takeaways** or learning outcomes (e.g., things participants will know or be able to do as a result of participating in the session). When submitting outcomes below, please begin with a verb (exclude any introductory text and the phrase "Participants will..." as this is assumed). (Limit the length of each outcome to 200 characters)

***Session Participant Engagement Strategies:**

Briefly describe the participant engagement strategies you will employ that will enable attendees to actively participate in your session. We encourage you to think creatively about how to engage attendees throughout your session. **(400-character limit)**

Session Tracks, Description & Keywords

***Session Track:**

The program committee has identified nine suggested areas of focus (tracks/topics) for 2023. Preference will be given to the proposals that sufficiently reflect what you have done or are planning to do in regard to each of these areas.

Select one track that best aligns with your session proposal.

- Cybersecurity, Privacy, and Compliance
- Data Insights to Data Action
- Future of Work and Today's Workforce
- Infrastructure, Support and Networking
- Innovation and Emerging Technologies
- Leadership, Partnerships, and Strategy
- Moving towards Frictionless Student Experience
- Supporting Research Computing
- Teaching and Learning
- Help Me Decide

Session Description:

Please describe the plan for your session and briefly state the importance, relevance, value, uniqueness, and/or interest to our community of higher education professionals. Please be sure to describe how the session will unfold (timetable), the key findings or points you will present, the relevance of the content to the higher education IT community, and any evidence you will produce that supports your content. **(4,000 character limit)**

***Session Description:**

Keywords (optional):

Optional: Enter up to 3 keywords/phrases which are most applicable to your session content.

Session Keyword 1:

Session Keyword 2:

Session Keyword 3:

Additional Information

Diversity, Equity and Inclusion Content:

The board and leadership of EDUCAUSE have established [diversity, equity, and inclusion \(DEI\)](#) as a critical priority for the association. Our Program Committee strives to develop a program that represents our diverse community values, promotes inclusion, and strives for equity. Does your presentation embrace diversity of race, gender identity and expression, sexual orientation, religion, ethnicity, culture, national origin, physical and mental ability, and all the other fascinating characteristics that make us unique? We also understand that some sessions work best with full representation of a particular group or institution, and we will review these on a case-by-case basis. (500 characters or less)

How does your session reflect the value of diversity, equity and inclusion? (500 characters or less)

Submitter Comments (Optional): What else would you like the Program Committee to know about this proposal? (1,200-character limit)

Presenter Information

IMPORTANT: An EDUCAUSE profile is required in order to present. All presenters must [create one](#) prior to the submission of your proposal or else you will not be able to find them via the search function in the submission portal. **Please note the presenter maximums:**

In-Person Session Delivery Formats:

- o Critical Conversations (up to two presenters max)
- o Demonstration (up to two presenters max)
- o Poster Session (up to two presenters max)
- o Preconference Workshop (up to four presenters max)
- o Presentation/Panel Session (up to four presenters max)

Online Session Delivery Formats:

- o Lightning Talk (up to two presenters max)
- o Live Session (up to two presenters max)
- o Simulive Presentation (up to two presenters max)

Presenter Requirements

- ✓ An **EDUCAUSE profile** is required in order to be a presenter. If you cannot find someone in our [EDUCAUSE directory](#), this means they most likely do not have a profile and will need to **create one**. Once the profile has been completed, you will be able to add the presenter via a search function in the submission site. If you have any questions or concerns about profiles, please reach out to the [speaker liaison](#).
- ✓ Presenters should **update their profiles** as their names, titles, institutions/companies, and profile pictures will appear in the event listing (pulled directly from their EDUCAUSE profile).
- ✓ Please notify presenters before submitting this form. Communications will be sent to listed presenters if accepted.
- ✓ *All accepted presenters are responsible for **registering and paying for the conference by August 15**. Accepted speakers will receive 25% off registration if registered with a special promo code. **Only EDUCAUSE members are eligible**. We ask that individuals not register for the event until they receive notification of acceptance in late June.*

In the submission site, you will be able to use the search field(s) to search for the presenter. Prior to submitting, you can check if they have an EDUCAUSE profile by searching on our [EDUCAUSE directory here](#).

*Last Name:

First Name:

Email Address:

Once your presenter is selected:

*Provide a **brief bio** for the lead presenter covering the scope of professional responsibilities, relevant certifications, expertise on the topic, and previous experience presenting or facilitating sessions in the selected conference format. (700 character limit)

Additional presenters:

In the submission site, you will select the **Continue** button to add additional presenters (if needed). If you do not have any other presenters (only a lead presenter), you will click the **Summary** tab.

List additional presenters:**Summary Information**

- Please review your proposal information in the summary to make sure that it is accurate.
- Upon reaching the summary status, you will receive an acknowledgment email. Receiving this email does not indicate that it has been officially submitted. (Only when you select "Finalize and Complete" will it be submitted and locked.)
- To make any edits to your submission, click the left-hand menu for the page you would like to edit. You may also make edits to your proposal at any time prior to the deadline date by coming back to the site and clicking the name of the proposal.

Final Step: Submit Your Proposal

- To officially submit your proposal, you must select "**Finalize and Complete**" by **April 17, 2023**.
- Please save a copy of your proposal for your records before submitting (you will not have access to the proposal information after submission).
- Notification emails of the committee's decisions will be in **late June 2023**.

Finalize and Complete

If you have any questions regarding the CFP process, please contact EDUCAUSE's speaker liaison, [Sarah Reynolds](#).