Selection Criteria

- All proposals shall be submitted using the online form on the ELA website.
- All proposals will be peer-reviewed regarding their contribution to critical or emerging legal issues affecting education; their significance to practice, problem-solving, or promotion of critical dialogue in the field; and their value to conference attendees.
- Proposals are encouraged on topics or including perspectives that may be underrepresented in ELA conference programming and/or that reflect the full range of ELA’s membership (e.g., higher education and K-12, private and public schools, plaintiff side as well as defendant).
- Presenters with similar topics may have their proposals combined and may be assigned to present within the same session block.
- Proposals will be favored that include presenters from multiple membership constituency groups (e.g., professors, attorneys, administrators).
- Prospective presenters are strongly encouraged to use the ELA Facebook and LinkedIn groups to note your own interest in presenting on a topic in order to gauge the interest of other prospective presenters on the topic you are considering, to identify topics for which no one else appears yet to be considering submitting a proposal, and possibly to identify co-presenters.
- Please consider the anticipated length of your presentation when completing your online submission. Every effort will be made to assign no more than two presentations during a single concurrent session. Your notation of a 35-minute or 75-minute preference will be taken into consideration, but spacing and scheduling constraints cannot be guaranteed.

Proposal Guidelines

- Name/Address/Presenter’s Title/Telephone Number/Fax Number/Email Address.
- Short biographical sketch and contact information for each presenter.
- A title and brief summary of the presentation (not to exceed 25 words) for program publication purposes.
- A 600-800 word description of the proposed session. Please address the relevance of the topic to current education law and the specific value of the presentation, if any, to the specific attendee groups: professors, attorneys, and administrators. References are not included in the word count.
- Be sure to indicate if you would be willing or would prefer to present your paper at a roundtable or poster session. The ELA website contains additional information about the different types of sessions.
- Be sure to indicate if you would prefer a 35 or 75 minute time slot.

Submission

- Complete the online proposal submission form at www.educationlaw.org.
- To balance the final program, multiple proposals are encouraged; however, presenters will be assigned to only one concurrent session. Proposals not accepted for a concurrent session may be reviewed for poster or table session presentation, per your notation on the online form.
- A copy of the proposal review rubric is on the reverse of this page. Please consider this rubric while preparing your proposal. The ELA website provides a sample proposal.
- If you do not receive e-mail confirmation that your proposal was received, please contact us at ela@educationlaw.org.

Critical Dates

- March 1, 2018: Conference proposals must be submitted by March 1, 2018.
- April 15, 2018: Authors of accepted conference presentation proposals will be notified on or about April 15, 2018.
- September 1, 2018: All presenters must register and pay for the conference by September 1, 2018. You will not be included in the conference program materials until you complete your registration and payment.
- October 1, 2018: All presenters must submit a written, narrative paper of the presentation material (for roundtable and paper presentations), including legal citations, no later than October 1, 2018. Those who miss this deadline risk being removed from the program.

Note: Presenters are asked to bring copies of presentation handouts (e.g., handouts of PowerPoint slides) to the conference in hard copy.

Important Information

- ELA does not provide an honorarium, travel, or other expenses for presenters.
- Important: All presenters are required to register and pay for the conference. Registration fees are not waived for presenters. Note: Presenters for preconference seminars are not required to register for the preconference seminar in which they participate.
- ELA will provide an LCD projector and screen for each presentation. No internet service is available in the meeting rooms.
- Questions should be addressed to conference program chairs.
As you are preparing your proposal, be aware that the following rubric will be applied by the evaluators in making the selection of conference presenters.

<table>
<thead>
<tr>
<th>SCORE</th>
<th>Unsatisfactory</th>
<th>Fair</th>
<th>Good</th>
<th>Very Good</th>
<th>Excellent</th>
</tr>
</thead>
<tbody>
<tr>
<td>Purpose</td>
<td>Geared toward the current interests and needs of all ELA attendees</td>
<td>Geared toward the current interests and needs of most ELA attendees</td>
<td>Generally geared toward the current interests and needs of ELA attendees</td>
<td>Geared toward the current interests and needs of some ELA attendees</td>
<td>Geared toward the current interests and needs of the ELA audience</td>
</tr>
<tr>
<td>Content</td>
<td>Covers a significant topic</td>
<td>Covers a clear plan in action</td>
<td>Covers the proposal clearly and effectively</td>
<td>Covers a proposal of interest</td>
<td>Covers a proposal of interest and leads to research</td>
</tr>
<tr>
<td>Organization</td>
<td>Topic very well-written, well researched, and detailed</td>
<td>Topic well-written, well researched or well-organized for research to be conducted</td>
<td>Topic well-written, well-researched or well-organized for research to be conducted</td>
<td>Topic not very clear</td>
<td>Topic or description very vague or proposal not well-organized</td>
</tr>
<tr>
<td>Quality</td>
<td>Proposal and/or presenter would definitely be a quality addition</td>
<td>Proposal and/or presenter would be a quality addition</td>
<td>Proposal and/or presenter might be a quality addition</td>
<td>Proposal and/or presenter might not be a quality addition</td>
<td>Proposal and/or presenter would not be a quality addition</td>
</tr>
</tbody>
</table>

**Criterion 1:** PURPOSE

- Geared toward the current interests and needs of all ELA attendees: 10 – 9
- Geared toward the current interests and needs of most ELA attendees: 8 – 7
- Generally geared toward the current interests and needs of ELA attendees: 6 – 5
- Marginally geared toward the current interests and needs of only some ELA attendees: 4 – 3
- Irrelevant. Not geared toward the current interests and needs of ELA attendees: 2 – 1

**Criterion 2:** CONTENT

- Covers a significant topic: 10 – 9
- Covers a clear plan in action: 8 – 7
- Covers the proposal clearly and effectively: 6 – 5
- Covers a proposal of interest: 4 – 3
- Covers a proposal of interest and leads to research: 2 – 1

**Criterion 3:** ORGANIZATION

- Topic very well-written, well researched, and detailed: 10 – 9
- Topic well-written, well researched or well-organized for research to be conducted: 8 – 7
- Topic well-written, well-researched or well-organized for research to be conducted: 6 – 5
- Topic not very clear: 4 – 3
- Topic or description very vague or proposal not well-organized: 2 – 1

**Criterion 4:** QUALITY

- Proposal and/or presenter would definitely be a quality addition: 10 – 9
- Proposal and/or presenter would be a quality addition: 8 – 7
- Proposal and/or presenter might be a quality addition: 6 – 5
- Proposal and/or presenter might not be a quality addition: 4 – 3
- Proposal and/or presenter would not be a quality addition: 2 – 1

**Overall Rubric:**

Total Score