

2018 Call for Conference Proposals

November 7-10, 2018 | Cleveland, Ohio | Cleveland Marriott Downtown at Key Center

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.

2018 ELA Conference Presentation Proposal Review Criteria

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.

	Excellent	Very Good	Good	Fair	Unsatisfactory	SCORE
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	Balanced proposal of relevant and legitimate information clearly supporting the purpose. Shows a clear plan to address a significant topic. 10 – 9	Somewhat balanced proposal of relevant & legitimate information generally supporting the purpose. Clear plan to address a significant topic. 8 – 7	Somewhat balanced proposal of relevant and legitimate information generally supporting the purpose. Plan to address topic not very clear. 6 – 5	Not very balanced proposal of relevant and legitimate information generally supporting the purpose. Plan to address topic not very clear at all. 4 – 3	Proposal not balanced and does not contain relevant supporting the purpose. Shows no clear plan to address a significant topic. 2 – 1	
Criterion 3: ORGANIZATION	Topic very well-written, well-researched and detailed, or very well-organized for research to be conducted. Ideas arranged logically with smooth flow. 10 – 9	Topic well-written, well-researched or well-organized for research to be conducted. Ideas are arranged to generally support the central purpose of the proposal. 8 – 7	Topic well-written, well-researched or well-organized for research to be conducted. Ideas are arranged but there are some gaps. 6 – 5	Topic is generally arranged logically but fails to make complete sense. Writing concerns. 4 – 3	Topic or description very vague or proposal not well well-organized. Ideas fail to make sense and not well-written. 2 – 1	
Criterion 4: QUALITY Overall Rating	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	
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Total Score