CALL FOR PROPOSALS GUIDANCE DOCUMENT
Deadline: Thursday, November 1st, 2018, 11:59 pm PST

About the Convention

Date:	March 19 – 21, 2019
Location:	Renaissance Indian Wells Resort & Spa 44400 Indian Wells Ln, Indian Wells, CA 92210
Purpose	This Convention provides a unique experience for collaboration, meaningful professional learning, and strategic networking aimed at ensuring all students are well prepared for college, career, and life.
Audience	Leaders in K-12 and postsecondary education, business, workforce development, research, policy and nonprofits from throughout the nation.
Conference Structure	The conference features two plenary sessions, more than 90 breakout sessions, site visits and a preconference.
Format	Breakout sessions are either 30 or 75 minutes in length.
Theme	The Power of Plus | Partnerships at the Intersection of College, Career, and Life
Strands	• The Future of Work • The Plus Factor (Partnerships That Get The Work Done) • Practical Practice & Sustainability (Who, What, Where, Why, and How of Linked Learning) • Building and Walking the Bridge to College • Advocacy and Community Engagement • Research, Policy, & Data (Disseminating Information to Inform Practice)

Special Content Considerations	• Sessions that include Linked Learning students are highly encouraged. We encourage breakout sessions presenters to incorporate students into their presentations and as workshop leaders or facilitators. • Make your session engaging. Hands-on, experiential learning is a hallmark of Linked Learning. Presenters at the Linked Learning Convention are encouraged to design sessions that maximize engagement with session participants. • All sessions at the Linked Learning Convention must intentionally advance equity and educational justice. • Presentations that promote the sale of a specific product or are of a sales nature will not be considered.
Handouts	No documents will printed at the conference. Presenters may bring their own materials to distribute. Presenters may upload digital copies of handouts, worksheets, resource materials and copies of their PowerPoint to the conference app.
PowerPoint Template	To ensure a consistent presentation aesthetic, the Linked Learning Alliance will provide a PowerPoint template for all convention presenters. **It will be mandatory to use this format.**
Room Set Up	Rooms will be set either theatre style (rows of chairs) or in rounds (chairs around round tables).
Audio Visual	Presentation rooms will include a laptop, LCD projector, and screen; and in rooms set for 50 or more participants, microphones will be utilized. The rooms will not include Mini MAC to VGA adapters; and in cases of high traffic, internet access may not be available.
Notification	Applicants will be notified of their acceptance status in early December.
Support	**Regarding content:** Khrystan Policarpio, (916) 248-4848 (ext. 103) | khrystan@linkedlearning.org **For the online application:** Fernando Fresquez, (866) 219-4582 (ext. 112) | fernando@KessJones.com

Application Procedure

1. READ the guidance documentation for presenters on our web site [LINK HERE]

2. CREATE A PROFILE: Select Login on the menu bar above.
> If you have not created a login, click "New User, click here" text in blue, under email box.
> If you already have a login, enter your email address and password.

3. REVIEW THE RFP GUIDANCE DOC: (see tab on top after logging in) Make sure you have all required items easily accessible. Note: The system will time out after 30 minutes.

4. ENTER SUBMISSION: Select the "submission" button on the menu bar, select "add new" to begin your submission.

Submission Checklist

You will be asked to provide the following during the submission process. We recommend drafting your responses in word, and then cutting and pasting into the application.

1. Contact Information
Provide an email address you check often, as this will be the primary method of communication. Be prepared to provide contact information for any co-presenters as well.

2. Session Details

- Provide details regarding your session including the following:
- 2-3 prominent themes or ideas
- 2-3 challenges and/or opportunities in the Linked Learning field your session intends to address
- 2-3 actionable items your audience should learn and implement in their work
- Session's topic and intent
- How you plan to engage the audience and make your session interactive

3. Biography
A brief description of presenter's background as it relates to the topic being presented.

4. Presentation Details
Identify the learning level of your audience, preferred seating style, and if you have any special logistical needs.

5. Connection to Linked Learning
Describe your connection to Linked Learning including elaborating what capacity you have worked in, or alongside, the Linked Learning field? What has been the focus of your work?

6. Social Media Links
We encourage you to help promote your involvement in the conference. If you provide your organization's social media accounts we will be sure you are connected to convention posts.

7. Scheduling
Check your calendar and provide any potential conflicts you and/or your co-presenters may have. Clearly explain date/time conflicts.

Audience Engagement Guidance

The Linked Learning Convention is looking for proposals geared towards professional development. In order to have the best educational experience for the participants in your session, the Convention is looking to move away from the traditional lecture-based education session to a more participant-based education session.

Types:

- Problem Solving- speakers pose a problem and lead attendees through exercises to develop solutions.
- Panel Presentation- moderated discussion by no more than three panel members and one moderator.
- Experimental/Case Study- speakers review a case study and discussions are broken up into small groups.
- Interactive Presentation and Group Discussions

Before you submit your proposal, please think about various ways to make your presentation highly engaging and interactive for participants. Some ideas on how to engage your participants include but are not limited to:

- Include a 5-minute or less video clip(s) to engage audience participation regarding the topic.
- Invite discussion and sharing of lessons learned from the audience.
- Create an opening for participants to dialogue about the subject.
- Engage your audience through scenarios, graphics, stories or case studies.
- Include an exercise that allows participants to get up and walk around either to dialogue or to write their input.