



**APPLICATION TO PRESENT
at ITEEA's 75th Annual Conference
in Columbus, Ohio
MARCH 7-9, 2013**

CONFERENCE THEME:

Improving Technology and Engineering for All Students: A Plan of Action

- STRAND ONE:** Strategic Leadership for an Strong Education
- STRAND TWO:** Earlier and Increased Exposure to Technological Literacy
- STRAND THREE:** Solutions for Producing Quality Teaching
- STRAND FOUR:** Improving What is Taught and Learned
- STRAND FIVE:** Delivering Instruction in a Virtual Age

ITEEA Member ID (Required): _____

If you don't know your ITEEA Member ID#, call 703-860-2100 or email mwiley@iteea.org.
Your presentation application will not be reviewed without a Member ID#.

For questions concerning your application,
email ITEEA at iteea@iteea.org.



Guidelines for Submitting Proposals

1. **At the time of application, all presenters and copresenters must be ITEEA Professional Members through the end of the conference (March 9, 2013).** Failure to meet this requirement will result in the cancellation of your session.
2. **All presenters and copresenters must be fully preregistered** for the conference **by January 15, 2013.** Failure to meet this requirement will result in the cancellation of your session.
3. **Presentation applications must be submitted online by June 15, 2012.** Do not submit this form.
4. **ITEEA does not provide** honorariums or cover travel, registration fees, conference expenses, etc.
5. **AV equipment is NOT provided.** A projection surface or screen will be in each meeting room. Any additional audiovisual equipment must be brought in by the presenter OR is available for rent for a fee from the ITEEA audiovisual provider. AV order forms will be emailed to every presenter.
6. **This form must be filled out completely and accurately.** Please provide only the required information as succinctly as possible. The program committee will contact you if additional information is needed.
7. **The individual submitting this form will be the primary contact.** Copresenters/chairpersons will be listed in the conference program, but all correspondence will be sent to the address provided on this form.
8. **It is the applicant's responsibility** to inform the Program Committee Chair of any changes to contact information. If your contact information is correct, you will be notified by August 15, 2012 as to the status of your application.
9. **Applicants not meeting the guidelines** as to number of words in either the Title or the Program Description will have their material edited to meet the guidelines.
10. **Presentations** at the annual ITEEA conference may be audiotaped, videotaped, posted on the ITEEA website, or printed. **This form serves as a release for distribution.**
11. **Presenters are required** to provide ITEEA with an electronic copy of each presentation. Email files to kdelapaz@iteea.org within one month of the close of the conference.
12. **Presentations encouraging the purchase** of specific books, materials, equipment, or services are not accepted.
13. **Vendors and vendor representatives** are invited to present **Action Labs.** Contact Maureen Wiley at mwiley@iteea.org for information.



ITEEA Application to Present



By submitting my information below, **I accept the requirements and conditions in #1 and #2 (above)** under Guidelines for Submitting Proposals **pertaining to membership and preregistration.**

1. Contact Information:

The name you submit here is exactly how it will appear in the conference program. The address you submit here is where all correspondence will be sent.

First Name _____

Last Name _____

Job Title _____

School/Business _____

Preferred Address _____

City _____ State _____ Zip _____

Work Phone _____ FAX _____

Email _____

Confirm Email _____

2. Position:

- Administrator
 Student
 Teacher
 Teacher Educator
 Other, please specify _____

3. Preferred time to present:

	1 1st Choice	2 2nd Choice	3 3rd Choice	4 4th Choice	5 5th Choice
Thursday, AM	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Thursday, PM	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Friday, AM	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Friday, PM	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Saturday, AM	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

ITEEA Application to Present, continued

4. Other Conference Commitments: (Please list possible scheduling conflicts.)

Committee (specify) _____

Council Activities (specify) _____

Other (specify) _____

5. Program Title: (As it should appear in the conference program, **SEVEN WORDS OR LESS.**)

6. Program Description: (As it should appear in the conference program, **25 WORDS OR LESS.**)

7. Intended Audience: (Please choose one.)

- Elementary Educators
- Middle School/Junior High Educators
- High School Educators
- Supervisors/Administrators
- University/College Educators

8. Prioritize the Strand(s) as addressed in your presentation:

	1	2	3	4
Strategic Leadership for a Strong Education				
Earlier & Increased Exposure to Technological Literacy				
Solutions for Producing Quality Teaching				
Improving What is Taught and Learned				
Delivering Instruction in a Virtual Age				

ITEEA Application to Present, continued

9. Please Identify Copresenter(s): All persons listed below MUST comply with the following requirements:

All presenters and copresenters **must be ITEEA Professional Members through the end of the conference (March 9, 2013) at the time of application** and **must be fully preregistered** for the conference **by January 15, 2013**. Failure to meet these requirements will result in the cancellation of your session.

Copresenter Name

ITEEA Member ID#

1. _____

2. _____

3. _____

4. _____

10. List the Major Goals (5 maximum) of Your Presentation:

1.

2.

3.

4.

5.

11. Please Provide a Brief Outline of Your Presentation:

ITEEA Application to Present, continued

Applications to Present will be reviewed and ranked by the Conference Program Committee.

- **All presentations** will be scheduled into a 45-minute time slot. The Program Committee will do its best to honor your day and time requests, but conflicts may arise due to room availability, and the presentation may have to be scheduled at another time.
- **All applicants** will be notified as to the status of their application. Successful applicants will be notified regarding the Day/ Time/ Room Number/ Room Style of their presentation no later than the end of July if all contact information is correct/current.
- **Presentations** at the annual ITEEA conference may be audiotaped, videotaped, posted on the ITEEA website, or printed. **This form serves as a release for distribution.**
- **Presenters** are also encouraged to develop their presentations into articles for publication in *Technology and Engineering Teacher*, *Children's Technology and Engineering*, or the *Journal of Technology Education (JTE)*. For more information, review the guidelines in these publications.

By submitting this application, you agree and consent to the following conditions:

- **All presenters and copresenters must be ITEEA Professional Members through the end of the conference (March 9, 2013) at the time of application and must be fully pre-registered** for the conference **by January 15, 2013**. Failure to meet these requirements will result in the cancellation of your session.
- **ITEEA does not provide** honorariums or cover travel, registration fees, conference expenses, etc.
- **Presenters are responsible** for bringing or arranging for their AV equipment, computers, and handout materials.
- By submitting this application, **permission is given** to include this presentation as part of ITEEA media.
- **Sessions will not promote** a specific vendor, product, or service.

ONLINE APPLICATION REQUIRED. DO NOT SUBMIT THIS FORM.

CLICK HERE FOR ONLINE APPLICATION