PLTW Summit Call for Proposals (CFP) Overview 2019-20

KANSAS CITY
NOV. 10 – 12, 2019

SAN ANTONIO
NOV. 17 – 19, 2019

ANAHEIM
JAN. 31 – FEB. 2, 2020

INDIANAPOLIS
FEB. 8 – 10, 2020

Audience and Engagement Styles

We expect to host more than 1,000 teachers, students, and administrators at each PLTW Summit experience who are looking to maximize their existing PLTW program; those who want to learn more about PLTW and how to implement a new program in their district or school; and educators looking to integrate the PLTW approach to learning in their school or classroom. We will also welcome advocates from business and higher education who are eager to support our mission to empower students to thrive in an evolving world.

PLTW Summit workshop sessions are engaging for guests and mirror PLTW's activity-, project-, problem- based (APB) approach to curriculum where appropriate.

Audience:
- Teachers
- Administrators
- Counselors
- CTE directors
- STEM coordinators
- Students
- Counselors
- Curriculum directors
- Business/philanthropy
- College/university partners
- Policymakers

Engagement Styles:
- Hands-on activity
- Computer-based activity
- Discussion of shared experiences
- Short presentation with conversation
- Q&A throughout workshop session
- Q&A at the end of the session
- Ask anything
- Group conversation (small groups)
- Group conversation (large groups)

Not sure the best way to engage your audience in your session?
Click here to check out the Engagement Tool!

Presentation Focus Areas and Workshop Session Topics

PLTW Summit has six content tracks that align with PLTW pathways.

Suggested Tracks:

PLTW Launch	PLTW Engineering
PLTW Gateway	PLTW Biomedical Science
PLTW Computer Science	PreK-12 Leadership*

The PreK-12 Leadership track includes content tailored for PreK-12 superintendents, principals, vice principals, counselors, CTE directors, and curriculum directors.

Based on responses from previous PLTW events and surveys, the PLTW network comes to PLTW Summit to learn more about the following topics:

- Classroom Tools
- Support for Teachers and Students
- Classroom Management, Pedagogy, and Instructional Strategy
- Program Implementation
- Program Growth
- Community Engagement and Partnerships
- Student Opportunities

Submission Information

When creating your proposal, be clear and concise as submissions are limited in length.

Submission Instructions
Proposals must be electronically submitted via the online form at **pltw.org/summit**.
The call for proposals is open Feb. 20- April 30, 2019.

PLTW will notify you via email of your proposal status. A confirmation page will follow the submission screen once you click 'submit' on the online form. You will also receive a confirmation email.

Deadline for Submission
The call for proposals will close midnight ET on Tuesday, April 30, 2019. PLTW will not accept submissions past this time.

Proposal Evaluation Process
PLTW will evaluate each proposal on the degree to which it meets the following criteria:
- The topic of proposed workshop session is clearly stated and relevant for the intended audience(s).
- The learner outcomes are clearly defined, realistically achievable within the session duration, and directly reflect the topic.
- The workshop content is summarized in the high-level overview, supports the topic, and reinforces the learner outcomes.

- The learned skills are clearly defined, realistically achievable over time, and directly reflect the topic.
- The proposed workshop is relevant, robust, and insightful.

Selection Process

PLTW will select proposals based on the above evaluation criteria. The lead facilitator listed on the proposal will receive an email of acceptance or rejection of the proposal by Spring 2019.

Please note, PLTW may revoke your workshop session acceptance at will or if:
- Deadlines are not met.
- A PLTW role is revoked.

Conference Registration

For all accepted proposals, PLTW will offer a discounted registration fee for up to four facilitators for each session. Registration includes admission to general sessions, workshop sessions, meal functions, and networking events. Registration discount codes will be sent via email upon acceptance of submission.

All workshop session facilitators must register for PLTW Summit. If a facilitator is participating at multiple PLTW Summit experiences, they must register for each experience.

Registration deadline for all presenters is Tuesday, September 3, 2019. Failure to register by the deadline may result in cancellation of your session.

Presentation Assets

If PLTW accepts a proposal, PLTW will provide a PLTW Summit PowerPoint template via email at the time of acceptance. We ask that facilitators save all PowerPoint presentations in a PDF version and return to **pltwsummit@pltw.org** by Friday, Aug. 30, 2019. PLTW will upload a copy of your presentation into the PLTW Summit mobile app so that workshop attendees can access these materials before, during, and after your session.

AV/Equipment and Internet Connection

PLTW will not provide laptops in workshop session rooms for guests or presenters. Please remember to bring your laptop if your session requires it.

PLTW will provide each room with a screen, projector, and microphone. PLTW has limited access to special hook ups for the LCD projectors. Please remember to bring any special equipment such as:

- Laptop or Tablet
- HDMI
- Mac Adapter
- Mini HDMI

- USB (Android tablets)
- Lighting (iPhone/iPad)
- Computer Speakers
- Wireless Slide Remote
- Electrical Surge Protector

Presentation Proposal Requirements

Please review this information before submitting your proposal to ensure all presenters agree with the requirements listed below.

Visit pltw.org/summit to submit your proposal electronically.
Only electronic submissions will be accepted.

- Identify the PLTW Summit experience(s) you are applying for. Please note, you can elect more than one experience if your availability allows.
- Lead facilitator contact information
- Co-facilitator contact information
- Workshop Session Title
- Workshop Session Description (100 words or less)
- Learner Objective #1 (50 words or less)
- Learner Objective #2 (50 words or less)
- Learner Objective #3 (50 words or less)
- Workshop Session Topic(s)
- Description of Approach on Topic
- Description of Qualifications for Presenting on Topic
- Audience Engagement Strategy
- Skills Learned in Session
- Completed/Uploaded Learning Outline
- Ideal Session Duration and Needs

Workshop Session and Speaker Expectations

We expect all facilitators to:

- Honor our commitment to provide guests with learning experiences and refrain from promoting a speaker's practice, services, or products.

- Provide high-quality digital content and/or handouts by the date and in the format requested.

- Obtain appropriate licensure for use of graphics, video, and audio used during your workshop session.

- Spread the word about your participation as a workshop session facilitator using social media channels, blog posts, industry forums, or other channels, and encourage your network to attend the PLTW Summit.

- Seek approval from PLTW if you need to make any changes to the workshop session after approval – this includes workshop session content and changes to facilitators.

- Respect sponsoring organizations.

- Meet all deadlines.

- Stay within our contracted hotel blocks for lodging, unless you are a local guest.

- Register for PLTW Summit by PLTW's communicated deadline.