Call for Educator Proposal FAQ’s

1. **When can I submit a proposal?** Proposals can be submitted starting June 12, 2023.
2. **Where can I submit my proposal?** Proposals can be submitted electronically at your convenience by clicking here.
3. **What happens once I submit my proposal?** Once your proposal is submitted, it will be reviewed by the Conference Committee. You will be notified of acceptance or denial via email after the Conference Retreat which takes place on 9/5 – 9/7.
4. **What is the last day I can submit my proposal?** The last day to submit proposals is August 11, 2023.
5. **What do CoSN attendees expect:**
   - Content that is new and enables a deep dive.
   - Practical takeaways they can use immediately and share with colleagues.
   - Interactive sessions with discussion, Q&A, or hands-on learning.
6. **What our attendees are not looking for:**
   - Content that is common knowledge and surface level.
   - Sales pitches or company promotions.
   - “Talking heads” with little to no attendee engagement.
7. **Areas of particular interest include:**
   - Artificial Intelligence (AI)
   - Accessibility
   - Diversity, Inclusion, & Equity
   - Global Trends and Leadership
   - Cybersecurity
   - Emerging Technologies
   - Innovative Strategies
   - Data Privacy/Security
   - Federal and State Policy
   - Interoperability
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- Digital Equity - Homework Gap
- Game-Based Learning
- Leadership
- Online and Blended Learning
- Professional Learning – Best Practices

8. Tips for writing a successful proposal:

- Choose a topic that is relevant to the needs of educators. What are the challenges that educators are facing today? How can your session help them overcome these challenges?
- Make sure your session is engaging and interactive. Use activities, discussion, and other techniques to keep your audience engaged.
- Share new insights and best practices. What have you learned in your work as an educator? What are the latest trends in education?
- Present your session in a professional manner. Use clear language and a logical structure. Make sure your presentation is visually appealing.

9. What are the benefits of presenting at CoSN2024 Annual Conference?

- Reach a large audience of educators from across the country
- Share your expertise and insights with your peers
- Get feedback on your work
- Network with other educators

10. I changed my mind. How do I withdraw my submission from the site?

- Login to the Call for Educators site then click on your submission title
- Once you arrive to the “Task List” you'll click on the title again (see screenshot)
- Under the dropdown "Educator Session Status" where you can select withdrawn. (See screenshot) --> then click "Update Educator Session"
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Please click on each task below to enter the requested information:

- Once completed, the task will turn green with a large green check mark.
- After you have completed all of the tasks below, be sure to select "Save Submission."

**Curriculum Test**

- Educator Session ID: 1823123
- Educator Section Category: Roundtable Conversation
- Educator Session Status: Complete

1. Speakers
   - Completed Thursday, June 30, 2022, 9:38 AM
   - Click here to add speakers to this submission.

   - **Complete**
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11. **Where and when is CoSN2024 Annual Conference being hosted?** CoSN2024 Annual Conference will be held from April 8-10, 2024 in Miami, FL at the InterContinental Miami.

12. **Must I register as a speaker?** Yes. All speakers, either virtual or in-person, must be registered for conference.

13. **Where and when can I register for CoSN2024 Annual Conference?** Registration hasn’t opened just yet. Once it does, we will send out communications via email, social media and on our website.

14. **Is there a Group room rate for overnight accommodations?** Yes, there is a room block set up at the InterContinental Miami where the conference is being held. The rate for standard rooms is $279 - $299 (depending on view) for a standard room per night plus tax. Once registration opens, further information will be posted on our website on reserving a room for conference.

15. **How do I know what day and time I will be presenting if my proposal is chosen?** Once the Conference Committee has finalized their decisions and the Conference & Meetings department has finalized the program, you will receive information via email or directly regarding the time in which you are speaking and what day. This information will be sent to you in advance so you have enough time to arrange your travel.

16. **Is there an opportunity to speak virtually instead of in person?** Yes. CoSN2024 Annual Conference is both in person and virtually (but not the same dates). Virtual dates are still being finalized and will be announced as soon as possible. Upon reviewing proposals, the Conference Committee will decide on which session they believe would be best in person and which would be best virtual.

Commented [KK1]: Can we say what are the dates for the virtual?

Commented [KK2]: We are not doing hybrid. Right?
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17. Is there a cancellation policy if I am chosen to speak, and have registered for CoSN2024 and something comes up? We do understand life happens. We would greatly appreciate it if the sooner you know, the better if need to cancel. So that we can find an alternative speaker and revise our program. Refund requests may be sent to registration@cosn.org until 01/31/2024. Please note, all refunds are subject to a $100 processing fee.