Call for Educator Proposals FAQ

1. **When does the Call for Proposals for CoSN2025 begin?** Proposals for Educator sessions can be submitted beginning Tuesday, June 4, 2024 and will end on July 15, 2024 at 11:59PM ET.

2. **How do I submit my proposal?** Proposals can be submitted by going to the CoSN2025 Call for Proposals site, [here](#).

3. **What happens once I submit my proposal?** Once your proposal is submitted, it will be reviewed by the CoSN2025 Conference Committee and also volunteer reviewers. Acceptance and denial notifications will be sent via email in mid September.

4. **What are CoSN2025 attendees looking for in education sessions?**
   - New and innovative content which enable a deep dive
   - Practical takeaways they can use immediately and share with colleagues
   - Interactive sessions with discussion, Q&A, and hands-on learning

5. **What are CoSN2025 attendees not looking for in education sessions?**
   - Content that is common knowledge and surface level
   - Sales pitches or company promotions
   - “Talking heads” with little to no attendee engagement

6. **Hot Topics of interest include**
   - Leadership and Vision
   - IT Management
   - Data Privacy/Management & Interoperability
   - Instructional Practice
   - Cybersecurity
   - Digital Equity (Will have a new term for Equity)
   - Diversity, Equity, & Inclusion
   - Finance and Funding
   - Innovative Technologies

7. **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?
Please be sure to present your session in a professional manner. Use clear language and a logical structure. Make sure your presentation is visually appealing.

8. What are the benefits of presenting at a CoSN Annual Conference?

- Access to a large audience of educators from across the country.
- The ability to share your expertise and insights with peers.
- The ability to get feedback on your research and work.
- The ability to network with other educators.

9. I changed my mind. How can I withdraw my submission from the site?

- Please log in to the Call for Educators site and click on your submission title.
- Once you arrive at the “Task List”, click on the title again (see screenshot).
- Under the dropdown “Educator Session Status”, select Withdrawn. (See screenshot) --> then click "Update Educator Session".
10. **What are the dates of CoSN2025?** CoSN2025 will be held March 31 – April 2, 2025, at the Hyatt Regency Seattle in Seattle, WA.

11. **Must I register as a speaker?** Yes, all speakers must register for conference.

12. **How do I register for CoSN2025?** Registration is not open yet. Once it is available, communications will be sent via email, social media, and will be available on the CoSN2025 webpage.

13. **What is the hotel Group room rate at the host hotel?** The room rate at the Hyatt Regency Seattle is $239 per night, plus tax. Once registration opens, reservation information will be posted on the CoSN2025 webpage.

14. **How will I be notified if my proposal(s) is/are chosen?** You will be contacted via email from the CoSN Conference department with details of your presentation, e.g. date and time once the conference program has been finalized.

15. **Is there an opportunity to speak virtually instead of in person?** CoSN2025 will only have the face to face option.

16. **What is the cancellation policy if I am unable to present?** We understand life happens. If you are not able to present in person, please be sure to extend the professional courtesy of letting us know in a timely manner, and if possible, provide an alternate speaker (to be approved by CoSN) so necessary changes to the program can be made. Refund requests can be sent to registration@cosn.org.
Registration refunds will be sent less a $100 administrative fee and will be sent within 30 days of receipt.

Thank you for your support of CoSN!