



Call for Proposals Guidelines

Submissions Deadline: July 15, 2024, 11:59PM ET

CoSN2025, *Human Leadership in a World of AI*, addresses the multifaceted roles and responsibilities of IT leaders. The conference aims to foster a community of empowered and capable professionals ready to navigate the complex landscape of educational technology. Opportunities for learning are carefully curated to provide practical strategies, insights, and best practices that leaders can implement in their school systems.

Are you an educator with a passion for technology? Do you have a great idea for a session that would benefit your colleagues? If so, we encourage you to submit a proposal for CoSN2025!

***Please note, you must be an Educator to submit session proposals for CoSN2025. Submissions from vendor companies will not be accepted.** If you are a vendor company and are interested in presenting at CoSN2025, please contact Carla Wade, Senior Director of External Relations, at sponsorship@cosn.org.

CoSN2025 will take place March 31 – April 2, 2025 at the Hyatt Regency Seattle in Seattle, WA. This annual event brings together K-12 EdTech leaders from across the country to learn about the latest trends in education technology.

We are looking for educator session proposals that are:

- Informative, engaging, and interactive
- Relevant to the needs of educators
- Innovative and creative
- Inclusive to all
- Insightful and share best practices

If you have a presentation you think would be a great fit for CoSN2025, please submit your information in the CoSN2025 Call for Proposals site [here](#).

Proposal Requirements

- Session Format
 - Sessions must fall into one of these four formats:
 1. **Panel Discussion:** 2-4 presenters share case studies or expertise on a topic before opening to discussion and Q&A. (Typically 50 minutes)
 2. **Roundtable Conversation:** Moderated group conversation on a theme or topic. Highly participatory. (Typically 50 minutes)
 3. **Solo Presentation:** An expert on a topic shares findings, case studies, practices, or methodologies before opening to Q&A.

a. *NOTE: We may ask you to co-present with a complimentary presenter to enable more than one example. (30 min.)*

4. **Workshop:** Longer, interactive session (3 hours) in which participants are guided through engaging activities during the first day of conference. Please note, workshops are not included in the general registration fee for attendees. They must pre-register at additional fee to attend. Workshops take place on Monday, March 31, 2025.

- All speakers must be registered for the conference by March 28, 2025.
- Session titles should be no longer than ten (10) words. Please be as clear and concise for the session description.
- Sessions cannot have more than four (4) speakers, including the moderator or facilitator.
- If proposing a session with more than one speaker, all proposed speaker names must be included for the proposal to be considered.
- Speakers added after a session is approved are subject to CoSN approval. Vendors will not be approved as speakers in educator sessions.
- Sessions must connect to at least one (1) of [CoSN's Framework of Essential Skills](#).
- Session leads can only select one (1) primary area of interest when submitting.
- Presenters can submit a maximum of two (2) submissions for consideration. Speakers cannot participate in more than two (2) sessions at CoSN2025.
- Sessions may not promote products/services of a company.
- Session leads should encourage interaction between presenters and attendees.
- Sessions must be considerate of [CoSN's Diversity, Equity, and Inclusion \(DEI\) initiative](#). We ask for submissions and presenter(s) to reflect this initiative.

Educator Session Proposal Guidelines:

- Proposals should be no more than 500 words in length.
- Proposals should include the following information:
 - Title
 - Description
 - Target audience
 - Learning objectives
 - Materials needed
 - Presenter Bio(s)

Qualities of Strong Submissions:

- Reflects diverse perspectives and needs, such as rural districts, urban, high poverty, consortiums, and independent/private/parochial/charter schools.
- Addresses different staff roles and responsibilities in scaling innovation with technology (superintendents, CTO/CIOs, heads of academic, business officers, and partnerships).

- Targets information for individuals at specific points in their careers and levels of experience (entry/mid/advanced)
- Provides actionable takeaways for attendees, for example: What is the tangible impact of your presentation to attendees and their teams?
- Includes active educational leaders. Sessions presented by corporate representatives will be disqualified for submission.
- Provides clear focus on who the target attendees are. Strong proposals identify:
 - Who would benefit most from your presentation?
 - What specific proficiency or career level is required to digest your presentation easily?
- Unique or non-obvious applications and insights into edtech practice, including leadership, innovation, and scalability.
- Engaging, inspiring, and interactive (not just talking heads).
- Diversity of the field reflected among speakers/panel (e.g., race, gender, geography, professional role, etc.).
- Presenters with timely content and knowledge to share what is of importance to the field.

Preference will be given to sessions with all speakers confirmed in advance. We encourage you to propose sessions that highlight more than one school district/initiative.

Key Dates and Deadlines

- Call for Proposals Open: June 4, 2024
- Deadline to Submit Proposals: July 15, 2024 at 11:59PM ET
- Acceptance Notification: September 30, 2024

Selection Process:

- Proposals will be reviewed by the CoSN2025 Conference Committee as well as CoSN members who have volunteered to review sessions.
- Successful proposals will be selected based on the following criteria:
 - Relevance to the needs of educators
 - Innovation and creativity
 - Inclusiveness and welcoming to all
- Presenters will be notified of the status of their proposals on or before September 23, 2024.

We encourage you to submit your proposal today. **See you in Seattle at CoSN2025!**