



OADE's 25th Conference 2008
Portsmouth, Ohio
Shawnee State Park Lodge
4404 State Route 125
Portsmouth, Ohio 45663-0189

Theme: Getting to know the STARS of OADE!
October 15, 16, and 17

CALL FOR PROPOSAL

NAME _____ PHONE _____
ADDRESS _____ EMAIL _____
_____ HOME INSTITUTION _____

Please indicate here how you would like your name, job title, and institution listed in the conference program. (Please provide attached list of other presenters' names, job titles, and institution.)

Name _____
Job Title _____
Institution/Business _____

Topics: Please check the primary category your proposal will address. You may indicate up to two more categories.

___ Administration ___ Reading ___ Math ___ Writing
___ Tutoring ___ Technology ___ Science ___ Study Skills
___ Adjunct/Part Time ___ Advising/Counseling ___ Learning Disabilities
___ Other (please specify) _____

AV Requests- Please list your AV/Tech needs here and not in your proposal itself. You will have to provide your own laptop computer and cable connections for the projector/internet. We can provide a screen and overhead projector in each room, but please indicate this if you need one or both.) If you need a tripod and large pad of paper and markers, please indicate that here as well.

At the conference, if you have forgotten to request something or have changed your presentation format, there is no guarantee that we will be able to supply you with what you need at that late date.

Always have a back up prepared, if the technology does not work!

Please check off the items you are requesting for your presentation:

_____ **Flip Chart** _____ **Tripod** _____ **Markers**
_____ **Overhead Projector** _____ **Screen**
_____ **LCD Projector** _____ **Screen**

Please indicate here any other technology request.

(There is no guarantee that OADE will be able to provide you with all your technology requests, based on location and costs.)

***Please submit your proposal, synopsis, and short biography electronically, if possible!**

***Keep in mind that your presentation should address the subject from the perspective of developmental education.**

***Proposals will not be processed unless all requested items are received on time!**

Your proposal should include these separate pages:

- ✓ a 250 – 300 word summary with a session title; it should discuss the importance of the subject to developmental education, and the current research supporting your presentation idea. You must also indicate what kind of presentation you will be doing, lecture, audience participation, etc. and indicate how the session will run, i.e. 20 minute presentation with 20 minute audience participation, and 20 minute question/answer. All sessions will last one hour!
- ✓ a 50 word or less synopsis of what the presentation will be, with session title- This will appear in the conference program
- ✓ a short biography that the session moderator will use to introduce you: name, title, work related information, and any personal information, about 100 – 200 words

You should send:

- ✓ The Call for Proposal Form
- ✓ Three copies of your summary- labeled with your name and the title of the session
- ✓ The 50 word synopsis and title
- ✓ A brief BIO- how you want the Session Moderator to introduce you

to:

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The proposal deadline is July 25, 2008.