NABT Session Submission Instructions

Online Portal

To submit your session proposal, please go to https://proposalspace.com/calls/d/1675 to submit a session proposal online. This system requires a username and password to proceed. If you have not used ProposalSpace™ previously, you will need to create an account (see the button top right).

The login information for this site is distinct from your NABT.org website account and will allow you to return to view and edit your submissions as needed before the deadline.

Guidelines

Please review the following guidelines before starting your submission.

- NABT will accept sessions until **11:59 PM Eastern on Monday, April 1**. Late and incomplete submissions will not be accepted for review.
- You may submit an unlimited number of proposals however, acceptance will be limited to two education sessions per presenter.
  - Individuals may also present posters, research papers, exhibitor sessions, and invited symposia in addition to the two sessions.
- The NABT Professional Development Committee will review session proposals and acceptance notifications will be sent to the primary presenter by May 15, 2024.
- Upon acceptance, all session presenters must register and pay the appropriate fees to attend the NABT Professional Development Conference in Anaheim.
  - Please contact all co-presenters before submission so they are aware of this requirement.
- Registrations must be on file by May 31st for your session to be included in the *Final Conference Program*.

PLEASE NOTE: Sessions that promote a saleable product, program, or service must be conducted as an exhibitor workshop. In order to propose an exhibitor workshop, the company must be exhibiting at the conference.

Please send questions to conference@nabt.org or call (888) 501-NABT.

Required Information for Submission

Presenters Contact Information to be provided:

- Title
- First Name
- Last Name
- School/Organization
- Work City
- Work State/Providence
- Work Country
- Work Phone
- Work Email

Information for submission module includes:

- **Submission Title** (Please write out uncommon acronyms)

- **Session Description** (35-word limit)

- **Session Category -** Select 1 of the following categories:
  - AP Biology
  - AP Environmental Science
  - Anatomy & Physiology
  - Biotechnology
  - Botany & Plant Biology
  - Curriculum Development
  - Ecology / Environmental Science / Sustainability
  - Evolution
  - General Biology
  - Genetics
  - International / Global Education
  - Instructional Strategies
  - JEDI / Inclusive Teaching Practices
  - Microbiology & Cell Biology
  - Nature of Science
  - Neuroscience
  - Science Practices
  - Technology in the Classroom

- **Type of Session** - Select one of the following formats:
  - Demonstration (30 min): Shows participates how to use data sets, equipment, online resources, etc.
  - Demonstration (75 min): Shows participates how to use data sets, equipment, online resources, etc.
  - Hands-on Workshop (30 min): Audience actively participates in experience.

- o Hands-on Workshop (75 min): Audience actively participates in experience.
- o Paper (30 min): Presentation of research results.
- o Symposium (75 min): Panel of two or more speakers.
- o Special Workshop: Conditions Apply
  - ▪ Special Workshops are auxiliary sessions scheduled on Thursday and Sunday of the conference. All workshop presentations with an associated fee to cover consumables, resources, speaker travel costs, etc. will be assessed a $10/person administration fee. Please provide the following information:
    - Length of Session
    - Cost per person w/o NABT fee
    - Scheduling Preference (Thursday afternoon, Sunday morning)
    - Other special requests
    - Special Workshop details (200-word limit)

- **Should NABT not be able to accommodate your 30/75 minute session, please select an alternative format that would be appropriate.**
  - o 30-minute session
  - o Poster Presentation
  - o Research Paper
  - o N/A

- **Would your session be appropriate as an online experience?**
  - o Yes, I can present my session as an online presentation.
  - o No, my session is better presented in person.

- **Intended Audience:** - Submitters can select **no more than three**:
  - o Elementary School
  - o Middle/Junior High
  - o High School
  - o 2-year College
  - o 4-year College/University
  - o General Audience

- **Presentation Abstract:** Provide a detailed description of your session to assist with the review process. Please highlight resources, skill sets, assessments, culturally relevant/inclusive practices, etc. that will be presented. (300-word limit)

- **Learner Outcomes:** Provide up to five learner outcomes for session participants, or their students, based on the aim and objectives of the session. (300-word limit)

- **Audience Participation:** Describe how your session addresses core content, science practices, or interdisciplinary concepts outlined in reports like NGSS, the AP Biology Framework and/or Vision and Change (300-word limit).

- **Supplemental Material:** You may provide up to three files illustrating the resources you plan to present for consideration by the reviewers.

- **Preferred Room Setup**
  - Classroom: Long tables, chairs facing forward
  - Workshop: Round tables placed around room
  - Theater Style: Rows of chairs, no tables
  - No preference

- **Equipment Needs: All rooms will be set with a screen, and digital projector. <u>Computers and device specific adapters will not be provided.</u>** (Submitters please will select all that apply.)
  - No additional equipment needed.
  - WiFi is needed for this presentation.
  - Wired Internet for Presenter: Additional Fee
  - Microphone for Presenter: Additional Fee

- **Will live organisms be used in your session (plants, vertebrates, bacteria, etc.)?**
  - If yes, submitters must list and explain what precautions have been taken for proper use.

- **Will chemicals or reagents be used in your session?**
  - If yes, submitters must list and explain what precautions have been taken for proper use.

- **Will any component of your session pose a potential hazard to participants?**
  - If yes, submitters must list and explain what safety precautions have been taken for proper use.

When submission is complete, submitters will affirm having read the complete application instructions and confirm that all information on the form and in any supporting materials is true and verifiable.