<h1 style="text-align:center">OAEA Conference Proposal Guide</h1>

Actual proposal applications must be completed online only.
Completed proposals are due by MAY 1 at 11:59pm.

Use this guide to organize your materials and then just cut and paste them on the Google Form available online at: www.ohioarted.com Here is the step by step information you will need to prepare:

1. Enter your email. This is the email where you will receive confirmation of your submission. If after completing the online form, you do not receive an email, contact Juli Dorff at workshops@ohioarted.com
2. Enter your correct Region, Division, Name, Address, County, personal email and home/cell phone
3. Enter your School information: Building, District, Address, County, Phone, Email
4. Select TYPE OF WORKSHOP:
   - *Standard:* typically lecture or discussion format, reimbursed up to $35 for consumable supplies/copies that will go home in the hands of attendees.
   - *Hands On:* proposed budget required; prepare a Microsoft word doc to upload; reimbursed up to $65 (with receipts) for consumable supplies/copies that will go home in the hands of attendees.
   - *Ticketed:* proposed budget required, prepare a Microsoft word to upload. Reimbursement is maximum of $25/attendee available (with receipts), but reimbursed for the number of paid registered attendees only.
5. Name(s) of any co-presenters
6. Are you willing to have your email address published in the conference booklet? If "yes" include the email preferred for you and any co-presenters
7. You will be asked the category of the presenter(s). You will choose from the list provided such as: Art Teacher, Retired, Fellow, etc.
8. Select a presentation length:
   - 50 minutes (most often Standard presentations) or 1 hour 50 minutes (most often Hands on and/or ticketed.
9. Your presentation would be most beneficial for (your intended audience):
   - There work be a list of grade ranges and Division to select from. This will help participants determine if this is a session that would meet their needs.
10. You are provided the opportunity to select which day(s) would meet your needs. You will also be asked if you would be willing to repeat your workshop if needed. Your choices will be:
    - Thursday, Friday or Saturday or any. Are you willing to repeat the same day or different days?
11. WIFI is available in all spaces. Please note: **YOU ARE REQUIRED TO PROVIDE ALL AUDIO VIDEO EQUIPMENT NEEDED (PROJECTOR AND NEEDED ADAPTERS). YOU WILL NOT BE PROVIDED THESE TOOLS.**
12. **Workshop Title**: 8 words of less….an engaging hook
13. **Workshop booklet description**: 30 words or less; what will attendees learn? *Online form will cut off anything beyond 30 words…be conscious as you enter information!*
14. **Detailed description for review of proposal**: 150 words or less; include the following:
    - references that build a solid foundation for qualities of presentation (standards, curriculum, etc),
    - participation and how attendees will be engaged,
    - learning outcomes (how will presentation expand art education practice, impact the teachers or art rooms)
15. **Educational connections:** WHY is this presentation beneficial? How will the presentation connect to Visual Arts content standards, OTES, assessments, 21st century skills, community arts, etc.
16. **Acceptance of Terms:** Read and then click **SUBMIT. You should receive an email receipt within 24 hours. If NOT, recheck to make sure you haven't missed something and re-try. If you still don't get email, contact Juli Dorff @ workshops@ohioarted.com**

Proposal Window closes May 1 at 11:59pm