

## OAEA Conference Proposal Guide

Actual proposal applications must be completed online only.

Complete proposals are due by MAY 1 at 11:59pm.

**The online form no longer pre-populates with your information so PLEASE MAKE SURE YOU'RE ENTERING CORRECT EMAIL & selecting correct Region and Division!**

Go to website: **www.ohioarted.com**--- Open proposal form and enter **personal data**:

Email, Region, Division, Region, and Name, Address, County, personal email and home/cell phone

School information: Building, District, Address, County, Phone, Email

Select **TYPE OF WORKSHOP: Standard, Hands On, or Ticketed**

**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 number of paid registered attendees only.

**Seating Preference:** classroom w/tables OR theatre-style seating

**AV:** do you need a screen? Yes OR No

**Budget:** IF HANDS ON or TICKETED this is REQUIRED (I suggest creating this in word and uploading)

**Presenter information:** co-presenters , if you have one or more

**Summer emails:** this is the email contract information will be sent in June & July

**Willing to have emails published in conference booklet:** Yes or No

**Length of Presentation:** (2 choices) 50 minutes OR 1 hour and 50 minutes

**Intended Audience:** (check all that apply)

K-5, 6-8, 9-12, PreK, K-12, community, museum, higher ed, emeritus, pre-service, supervision, ALL

**Preferred DAY to present** (2 choices) Thursday or Friday

**Willingness to REPEAT** presentation---yes or no

IF yes, repeat same day or different day

**Workshop Title:** 8 words or less....an engaging hook

**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!*

**Detailed description for review of proposal:** 150 words or less; include the following:

(1)references that build a solid foundation for qualities of presentation (standards, curriculum, etc),

(2)participation and how attendees will be engaged, (3) learning outcomes (how will presentation expand art education practice, impact the teachers or artrooms)

**Educational connections:** WHY is this presentation beneficial? How will presentation connect to Visual Arts content standards, OTES, assessments, 21<sup>st</sup> century skills, community arts, etc.

**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 Diane Thorpe @ [workshops@ohioarted.com](mailto:workshops@ohioarted.com)

**Proposal Window closes May 1 at 11:59pm**

