

## PRESENTER PORTAL FAQ

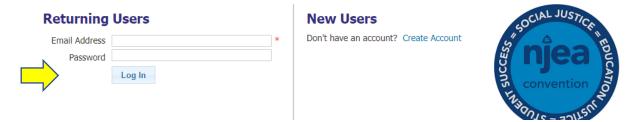
## SUBMITTING NEW PROPOSAL

https://apps.njea.org/Proposals

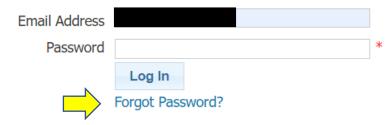
1. <u>**RETURNING USER?</u>** Log in using your email address and password. If you forgot your password, click "Forgot password" to reset it. \*\**If you have the incorrect password, make sure the password field is empty. Once that field is empty, you will see the "forgot password" option.*</u>

## **Convention Presenter Proposal System**

Only the actual Presenters should be the one(s) submitting this proposal.



## **Returning Users**



2. Once logged in, click "Draft New Proposal" to begin.



3. Select the category of your presentation and click "Next".

**Draft New Proposal** 

- a. Classroom learning this is the most common category. Skip to Number 3 to continue.
- b. Affiliated Special Interest Group You must be an invited partner or sponsored by an Affiliated Special Interest Group to use this category (Presenters in this category also have a separate set of guidelines established by NJEA and the Affiliated Special Interest Groups). Use the dropdown menu to select your sponsor. Skip to Number 3 to continue.
- c. Digital Boulevard use this category for Teacher-to-Teacher Learning Lounge and any Digital Boulevard submissions. *If you are submitting a Digital Boulevard Session, please also see step 2.*

Nex	ĸt	
ler	which category does your proposal	fall?
0	Classroom Learning	This is the most common category for NJEA Convention sessions. These are the workshops that take place on the third and fourth floors of the Convention Center and are eligible for professional development credit. If you have not presented for us in the past, this may most likely be the category you fall under.
0	Affiliated Special Interest Group	These presentations also take place in the classrooms on the third and fourth floor and are eligible for professional development credit. Presenters under this category must be sponsored by an Affiliated Special Interest Group prior to submission. Presenters in this category also have a separate set of guidelines established by NJEA and the Affiliated Special Interest Groups. Sponsor
0	Digital Boulevard	The Teacher to Teacher Learning Lounge is an area for NJEA members to demonstrate how they use technology in their classrooms. This is a demo area for educators to network with other educators. Programs are scheduled as back to back 1-hour time slots The Technology Classrooms are designed for 1-hour formal presentations in a classroom-style setting. The classroom is equipped with laptop computers for participants. Programs selected for this area are intended for hands-on experiences.

2. DIGITAL BOULEVARD SUBMISSIONS ONLY – Skip to Step 7 after completion of this screen.

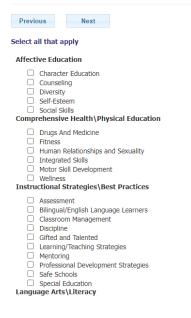
Teacher to Teacher Learning Lour	nge
Please select the days and time you are av	vailable. (Check all that apply.)
Thursday. Er	<u>iday.</u>
	JMorning Session JAftermon Session ; Ο Ves Ο No
Technology Classroom	
Please select the days you are available to	present. (Check all that apply.)
Thursday, November 9 Friday,	November 10
Equipment	
(NOTE: The large monitor replaces the nee	ionitor or projector, table, chairs and signature will be provided. ef for a projector and screen.) Presenters in this area must bring their own laptop with cessary) and other equipment needed.
I will bring the following equipment:	
Make and model of your laptop compu	ter
Other equipme	ent
	gy equipment. What other equipment will you need for your demonstration (interactive white board, TV, quipment you will need for your demonstration.
Other technology equipme	ent
Previous Next	

3. Detail – Enter the Title of your proposed session (10 words or less), a brief description (30 words or less) and your preference for presentation format (In Person, Virtual, or Either In Person or Virtual) and click "Next".

Detail

Title	
	(10 words or less. The title will appear in the program book.)
Description	
Description	
	(30 words or less)
Presentation Format	
	Note: A program that can be presented in either format is not an indication it will be scheduled in both. The selected format is based on scheduling needs.
Previous	Next

4. Apply all categories that describe your proposed session and click "Next".



 Complete each section (please note that most sessions are only 90 minutes in length). Room set up options for the 3<sup>rd</sup> and 4<sup>th</sup> floors are either classroom style or banquet style. **\*IMPORTANT – you must indicate your** audiovisual needs here at the time of submission. Click "Next".

Daya	nd Length
<u>Lengt</u>	h of Presentation
_	90 Minutes 3 Hours
Room	Setup
room	neral, rooms are setup theater style to accommodate large crowds. A limited number of rooms are set in classroom, rounds and open. All s have a head table with chairs and a podium. Please indicate special set-up requirements. Open table means chairs are setup around the eter of the room for movement. NJEA reserves the right to make the final decision of room sets
0 0	Open O Banquet O Classroom O Theater View Room Setups
Audio	visual Needs
	quests must be made at the time of proposal submission. Each room is equipped with an easel with chart pack and markers and one phone.
Interr	net Required O Yes   No
Proje	ection Equipment
0	LCD Projector - NJEA to provide None
Micro	pphone Equipment
000	Lavaliere Microphone Lecturn/hand held Microphone Microphone None

- 6. Describe your presentation complete questions A, B, C and D, being as specific as possible. If desired, you can upload a PDF for each question. Once completed, click "Next".
- 7. Additional Presenter? Click Yes and enter all the contact information, including references, for the additional presenter. \*IMPORTANT all presenters must be listed. If there is only one presenter listed, only one presenter will have access to the 3<sup>rd</sup> and 4<sup>th</sup> floors. If your co-presenter is not listed here, they will not be able to access the 3<sup>rd</sup> and 4<sup>th</sup> floors or your session, if approved. Be sure to check the box if the additional presenter is an NJEA member. After completing all required information, Click "Next".
- 8. Once complete, click the *blue word* "SUBMIT" to submit your proposal for review. If you are not ready to submit yet, the system will save your proposal as a draft. Your submission will not be reviewed until after you click submit.

A draft copy of your proposal has been saved. It will **NOT** be reviewed by NJEA until you **SUBMIT** the application for review.

Edit this proposal. View a list of saved proposals.