



51st Annual Financial Literacy and Economic Education Conference
Session Proposal Guidelines

All Council for Economic Education staff, affiliated Council or Center staff, NAEE members, and GATE members (who are K-12 teachers or administrators) with an interest in economic, personal finance and entrepreneurship education are invited to submit a proposal to present a session at the 51st Annual Financial Literacy and Economic Education Conference at the Intercontinental Kansas City at the Plaza Hotel, Kansas City, Missouri which will be held October 4-6, 2012. The guidelines below should help you to prepare your proposal that is of interest to the economic educators, teachers and administrators who will attend the conference.

Submission Information

Presentation Formats:

You may propose a presentation in any of the following formats:

- **Concurrent Session** - these sessions are 60 minutes or 90 minutes informal presentations that include opportunities for presenter-audience interaction.
- **Teacher Workshop** – these sessions are 1 ½ hours intensive hands-on/interactive session presentation.
- **Research Session** - these sessions are 90 minutes. Research papers will be assigned in a session and will be matched up by theme or topic.
- **Poster Session** – these sessions are visual poster presentations that provide an opportunity to have an informal discussion between presenters and participants.

Conference Tracks

- ◆ Economic content – These sessions focus on key concepts in economics, personal finance, or entrepreneurship education.
- ◆ Pedagogy: These sessions focus on teaching strategies and classroom activities in teaching the content above.
- ◆ Management – These sessions focus on management topics or issues for the Council for Economic Education and its affiliated state Council or Center personnel.
- ◆ Technology – These sessions focus on technology in economics, personal finance, or entrepreneurship education.
- ◆ Research – These sessions cover topics in economics, personal finance, or entrepreneurship education research.

Proposal Review Process/Session Selection Criteria

Upon receipt of proposals, the Conference Committee will carefully review, evaluate and rank each proposal. Incomplete proposals will not be considered in the evaluation process.

The following criteria will be used when reviewing proposals:

- title and abstract match the presentation description
- objectives clearly stated
- objectives met and activities completed in the session time allocated
- content and/or skills discussed relevant to the intended audience
- proposal content of current interest and/or a hot topic in economic, personal finance and entrepreneurship education
- description of specific presentation techniques, learning objectives, instructional strategies and content – participants will know what kind of session they will be attending
- opportunities for engaging the audience

Presenter Notification

Acceptance/non-acceptance notification will be sent via email by May 31 to the session Chair. The session Chair will be responsible to notify all presenters regarding the status of the proposal.

The Council for Economic Education reserves the right to make final decisions on acceptance of all proposals.

Guidelines for Completing the Proposal

All proposals must be submitted online at www.councilforeconed.org/conference/proposals. The title and program description should accurately reflect the content of the session. Do not list individuals as presenters unless you have a definite commitment they will present. The Council for Economic Education reserves the right to edit titles and descriptions for use in the Annual Conference program book.

If you or your organization are promoting or offering for sale a program, product, or service to the attendees, you will be required to purchase a booth in the Exhibit Hall.

Audiovisual

The CEE will provide each meeting room with an LCD digital projector, screen and internet access. Presenters are encouraged to bring their own laptop computer. If this is a technology session that requests the technology lab, describe how the individual computer stations will be used by participants. Other audiovisual equipment (e.g. VCR, DVD, etc. can be order from the Intercontinental Hotel at your expense.)

Deadline

Presentation applications must be received by Wednesday, February 15, 2012.

Submitting the Proposal

Complete your application online at www.councilforeconed.org/conference/proposals.

If you have questions about this process please contact gpajotte@councilforeconed.org.