

AEA Coffee Break Webinar Series: Conference Proposal Submission with Susan Kistler
AEA Annual Conference: November 8-13, 2010, San Antonio, Texas
Conference website: <http://www.eval.org/eval2010/default.asp>

Proposal Submission Checklist – 2010 Deadline of March 19, 2010

- Ensure that you are available over the conference presentation dates (November 10-13)
- Identify your topic - focus on evaluation process from planning to use rather than findings
- Choose your session format - see <http://www.eval.org/eval2010/10sessiontypes.htm>
 - Want to be grouped with other presenters? Consider a paper for 15 minutes of presentation time in a larger session
 - Senior presenter offering a lecture? Consider an Expert Lecture (note 2-3x the length of a paper, single presentation)
 - Prefer discussion-focused? Consider a Roundtable (small group) or Think Tank
 - Have multiple related presentations? Consider a Panel or Multipaper session
 - Focused on 'how to'? Consider Demonstration (no hands-on), Skill Building Workshop (hands-on) or Professional Development Workshop (for experienced presenters)
 - Fantastic visuals or prefer one-to-one exchange? Consider a poster
- Identify a reviewing TIG or 'please choose for me'
see the TIG list at <http://www.eval.org/aboutus/organization/tigs.asp>
- Review the Proposal Submission Form - <http://www.eval.org/eval2010/10proposals.htm>
- Review Frequently Asked Questions page - <http://www.eval.org/eval2010/10questions.htm>
- Invite co-presenters
- Gather and edit your presenter information, relevance statement, abstracts
 - All proposal types require a relevance statement of up to 500 words
 - All proposals require at least one abstract of up to 150 words
 - Panels and multipapers require multiple abstracts
- Return to the [website](#) and complete the online form by Deadline of March 19, 2010
- Have questions? Contact Heidi in the AEA office at heidi@eval.org or the TIG Program Chair

Evaluation 2010 Proposal Submission Hot Tips

- ✓ **Start Early:** Review the Proposal Submission forms and begin collecting your materials well ahead of the deadlines
- ✓ **Focus on Evaluation Issues Rather Than Findings:** Your audience will be evaluators, focus on evaluation process/management/planning/methodology topics - present findings to situate discussions of context or use but not as the primary focus
- ✓ **Choose a Good Format if You are a Hesitant Presenter:** Consider a poster or roundtable if you are a hesitant presenter – these formats are more intimate and discussion-focused, and don't require a formal stand-up presentation
- ✓ **Check TIG Websites:** TIGs usually have information about their scope and focus, as well as sometimes information about their anticipated conference content
- ✓ **Select “Please Choose for Me”:** If you aren't confident about the best reviewing team, it's ok to select 'Please Choose for Me' – the reviewers don't know that you have made this selection and it has no impact on your review status
- ✓ **Understand the Presenter Limits:** Presenters may appear on the program no more than twice as a primary presenter and twice as a discussant – an extended explanation is on the FAQ page – because of these limits, extend invites for multi-presenter sessions early to ensure availability for hoped-for co-presenters
- ✓ **Spell and Grammar Check:** Your proposal is an opportunity to put your best foot forward, be sure that it is professional and readable when submitted (requested changes after submission will cost you \$20 each!)
- ✓ **Use the Space Available:** You have up to 500 words to describe the relevance of your proposal, while you need not use 499, take advantage of the space to make a strong argument for its inclusion on the program
- ✓ **Plan to Submit at Least a Day in Advance of the Deadline:** If you have technology, weather, or personal challenges at the last minute, you will have a cushion that allows you to meet the deadline
- ✓ **Book Your Room Early:** While this has nothing to do with proposal submission, experienced presenters know to book as soon as the notice comes out about the room block availability or it can be a long walk to the headquarters hotel