The following information is needed to submit a NECTFL session or workshop proposal:

- Name, address, and contact information for the primary presenter (listed first in the program) including email and cell phone.

- Name and contact information for all co-presenters including email and cell phone.

- Target audience level:

  Target Audience Level *
  - Elementary
  - PreK–8
  - PreK–12
  - PreK–16+ (all)
  - Middle School
  - Secondary (6–12)
  - High School
  - High School & College
  - Two–year College/Community College
  - Post–secondary

- Topic area or key word:

  Topic Area or Key Word *
  - Articulation
  - Instructional strategies
  - Assessment
  - Materials
  - Communities/Workplace
  - Policy/Issues
  - Connections/Comparisons
  - Professional development
  - Culture/Literature
  - Curriculum
  - Technology
  - Diversity
  - Research

- Session presentation language (what language will you speak)

- Language(s) of examples provided.

- Proposal type (see Call for Proposals for descriptions):

  Proposal type *

  ◉ 60-minute Session (Friday or Saturday)

  ○ 3-hour Workshop (Thursday AM or PM)

  ○ 6-hour Workshop (Thursday)

  ○ #techlab

  ○ Research Roundtable

  ○ Exhibitor Session

- Title – 10-word limit – no special characters or formatting allowed

- Session description for the conference program: Please do not use tabs, bulleted or numbered lists. Write your proposal description (minimum 400 characters, maximum 800 characters, including spaces) as it should appear in the conference program. Be as specific as possible on the precise focus of the session. We encourage you to write your description first in Word with spell-check on. Please proof carefully, use spell-check, and or ask a colleague to proof your description.

- Background information: Max 100 words. Please do not use tabs, bulleted or numbered lists. A brief paragraph will suffice. This information is used to help the program committee decide which proposals to accept. You may provide background information on the content of your proposal; what you will be presenting; the method of presentation: how you will present and interact with attendees; the benefits to participants; what they will have learned or acquired when they leave; why this topic is significant or timely; whether significant background knowledge or specific abilities are required in order to benefit from this presentation. Please do not submit a bio or CV in this space. This information is NOT printed in the conference program.