

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.

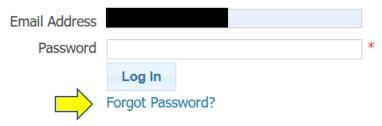
Convention Presenter Proposal System

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





Returning Users



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



My Proposals



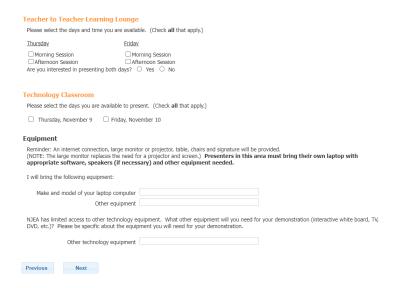
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- 3. Select the category of your presentation and click "Next".
 - a. Classroom learning this is the most common category. Skip to Number 3 to continue.
 - b. Affiliated Special Interest Group You must be an invited partner or sponsored by an Affiliated 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.*

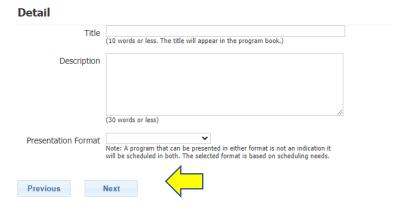
Draft New Proposal

Proposal Category Next Under which category does your proposal fall? 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. These presentations also take place in the classrooms on the third and fourth floor and are Affiliated Special Interest Group 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 O 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.

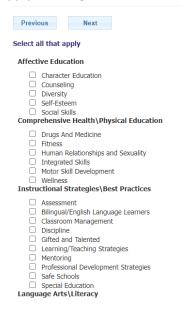
2. **DIGITAL BOULEVARD SUBMISSIONS ONLY –** Skip to Step 7 after completion of this screen.



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".



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



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

Day and Length
Length of Presentation
O 90 Minutes O 3 Hours
Room Setup
In general, rooms are setup theater style to accommodate large crowds. A limited number of rooms are set in classroom, rounds and open. A rooms have a head table with chairs and a podium. Please indicate special set-up requirements. Open table means chairs are setup around the perimeter of the room for movement. NJEA reserves the right to make the final decision of room sets
○ Open ○ Banquet ○ Classroom ○ Theater View Room Setups
Audiovisual Needs
All requests must be made at the time of proposal submission. Each room is equipped with an easel with chart pack and markers and one microphone.
Internet Required ○ Yes ● No
Projection Equipment
LCD Projector - NJEA to provide None
Microphone Equipment
 Lavaliere Microphone Lecturn/hand held Microphone Microphone None
Previous Next

- 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 3rd and 4th floors. If your co-presenter is not listed here, they will not be able to access the 3rd and 4th 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.