PRESENTER PORTAL FAQ

SUBMITTING NEW PROPOSAL

https://apps.njea.org/Proposals

1. **RETURNING USER?** 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.**

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

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.***

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

Teacher to Teacher Learning Lounge
Please select the days and time you are available. (Check **all** that apply.)

Thursday   Friday
☐ Morning Session   ☐ Morning Session
☐ Afternoon Session   ☐ Afternoon Session
Are you interested in presenting both days?   ○ Yes   ○ No

Technology Classroom
Please select the days you are available to present. (Check **all** that apply.)

☐ Thursday, November 9   ☐ Friday, November 10

Equipment
Reminder: An internet connection, large monitor or projector, table, chairs and signature will be provided.
(NOTE: The large monitor replaces the need for a projector and screen.) **Presenters in this area must bring their own laptop with appropriate software, speakers (if necessary) and other equipment needed.**

I will bring the following equipment:

Make and model of your laptop computer   [   ]
Other equipment   [   ]

NJEA has limited access to other technology equipment. What other equipment will you need for your demonstration (interactive white board, TV, DVD, etc.)? Please be specific about the equipment you will need for your demonstration.

Other technology equipment   [   ]

[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   [   ]
(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".

[Previous]   [Next]

Select all that apply

Affective Education
☐ Character Education
☐ Counseling
☐ Diversity
☐ Self-Esteem
☐ Social Skills

Comprehensive Health\Physical Education
☐ Drugs And Medicine
☐ Fitness
☐ Human Relationships and Sexuality
☐ Integrated Skills
☐ Motor Skill Development
☐ Wellness

Instructional Strategies\Best Practices
☐ Assessment
☐ Bilingual/English Language Learners
☐ Classroom Management
☐ Discipline
☐ Gifted and Talented
☐ Learning/Teaching Strategies
☐ Mentoring
☐ Professional Development Strategies
☐ Safe Schools
☐ Special Education

Language Arts\Literacy

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

○ 90 Minutes
○ 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. All 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
○ Lectern/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.