

North American Association  
for Environmental Education  
37<sup>TH</sup> Annual Conference  
October 15 – 18, 2008 Wichita, Kansas  
**PROPOSAL SUBMISSION AND REVIEW PROCESS**



NAAEE welcomes presentation proposals linked to the 2008 conference's strands and tracks:

**Conference Strands:**

- Art, Culture and Environmental Education
- Best Practices for Advancing Environmental Education
- Conservation Education
- Early Childhood Education
- Energy Education
- Environmental Justice, Environmental Health, and Climate Change
- Food, Agriculture and Environmental Education
- Religion, Spirituality and Environmental Education

**Conference Tracks:**

**PreK-12 Formal Education:** A session appropriate for classroom teachers and others who teach in formal educational settings.

**Non-formal Education:** A session appropriate for those who teach in non-formal or informal settings.

**Research/Evaluation:** A session includes a research/evaluation component.

**Diversity:** A session appropriate for those interested in enhancing/promoting diversity in environmental education.

**Special Needs Learners:** A session that includes a component for special needs learners, such as learning disabled learners: sight and/or hearing impaired learners, limited mobility learners, English Language Learners (ELL), etc.

**Service Learning:** Sessions appropriate for anybody interested in learning about the value of and procedures for carefully infusing service-learning pedagogy into EE programs and instruction (regardless of whether formal or nonformal).

Presentations that address elements of the NAAEE Guidelines for Excellence <http://naaee.org/pages/npeee/index.html> and/or support the goals listed in the NAAEE Strategic Plan <http://naaee.org/pages/stratplan/index.html> are preferred.

• **HOW DO I APPLY TO LEAD A SESSION?**

1. Please review the session options and formats below. Then decide which of these would be the best fit for your proposed presentation.
2. Follow the proposal submission guidelines below.
3. Proposals must be received by **Tuesday, January 15, 2008**

To submit your proposal(s), visit our Web site at:

<http://www.naaee.org/conference/call-for-presentations>

**Submissions will be accepted beginning November 10, 2007**

**We will accept online submissions only.**

**\*\*NOTE: Only three (3) proposals per lead author will be considered. \*\***

• **WHO WILL REVIEW AND SELECT PROPOSALS?**

NAAEE will organize teams of knowledgeable reviewers for each strand of the conference. Proposals will be peer reviewed by three reviewers, following a uniform review criteria set in advance. Reviewed proposals for the Annual Conference will receive a final round of review by strand leaders and by the Conference Committee. This careful process aims to ensure quality and an overall balance of views in the Annual Conference presentations. Volunteer reviewers are needed, please visit the NAAEE web site to volunteer to be a reviewer.

NAAEE welcomes research papers that bridge EE theory and EE practice for each strand. *Please consider whether your presentation may be more appropriately submitted to the annual conference or to the EE Research Symposium. If you submit a research presentation to the Annual Conference, please select Research/Evaluation in the conference tracks section of the submission form so a researcher can be included in the panel reviewing the proposal.*

- **SESSION FORMATS**

- **Traditional Presentations (45 minutes)**

- These sessions focus on a topic or program and typically involve a 30-minute presentation, followed by 15 minutes for discussion and questions, although this may vary. In some instances panels may be formed comprised of several proposals. If you are selected for a panel you will be notified via email and your prompt confirmation that this format is acceptable will be greatly appreciated.

- **Poster** (set up throughout the entire conference with the opportunity to stand with your poster during the exhibit hall grand opening on Thursday evening, October 16, and the continental breakfasts Friday, October 17 and Saturday, October 18) **Note: No electricity will be available nor will AV equipment be permitted.**

- **Hands-on Presentation (1 hour & 45 minutes)**

- Hands-on sessions deal with a single topic or program, in an interactive setting where participants can have an open discussion with an experienced expert. Not intended as a lecture. This is a very popular format and only a limited number of presenters will receive a private room. Some accepted proposals will be offered a community style room.

- **Symposium (1 hour & 45 minutes)**

- Symposiums require a minimum of 3 speakers who will present different perspectives on a common topic. *Note: only one proposal should be submitted listing all speakers and their perspectives.* A limited number of proposals will be considered for this format.

- **Roundtable Discussion (1 hour & 45 minutes)**

- Roundtable discussions are informal presentations; participants may enter and leave throughout the discussion.

- **Note: No electricity will be available nor will AV equipment be available.**

- **All Day Wednesday Workshops (only offered Wednesday October 15, 2008)**

- These workshops are vehicles primarily for NAAEE Commissions and our professional leadership programs to implement elements of their vision for improving the EE profession. We strongly encourage you to work with the appropriate Commission when developing a workshop proposal. Contact information for Commission chairs can be found at <http://naaee.org/pages/aboutnaaee/chairs.html>. Preference will be given to those proposals that have received sponsorship from a Commission. These sessions aim to develop specific professional skills or competencies and relate to the practical side of one of the eight strands. This format stresses involvement by the participants, providing methodologies or programs they can implement. Participant fees must cover expenses; please include anticipated fees (materials and presenter fees) in appropriate box on submittal form.

- **SUBMISSION DEADLINES**

- All proposals must be received by **Tuesday, January 15, 2008.**

- **AUDIO VISUAL EQUIPMENT**

- LCD projectors, with PC lap tops will be provided for all sessions, unless otherwise noted. Other audio-visual equipment will be provided upon request and at the presenter's expense. **No audio visual equipment will be available for poster, roundtable or the community hands-on room.**

- **NOTIFICATION**

- Notification of acceptance/rejection will be **e-mailed** to all primary contacts by June 10, 2008. Please ensure that your submission includes a valid e-mail and daytime phone number. Presentations may be waitlisted. If accepted, notices will include the session schedule (day, time, room). Primary Presenters are responsible for notifying all co-presenters about presentation status and scheduling information. Presenters will be encouraged to submit a paper for inclusion in the 2008 Conference Proceedings. Details about submitting papers will be included with acceptance notices. You must confirm your participation by June 30, 2008.

- **REGISTRATION & SCHOLARSHIPS**

- Registration: **All presenters are required to register and pay published conference fees by the Early Bird Registration deadline (August 15, 2008).** Fees have not yet been determined but are expected to be around \$410 for an EE Professional and \$260 for a Student/Retiree for current NAAEE members attending the full conference. Scholarships: NAAEE offers a limited number of scholarships to ensure that the cost of attending the annual conference does not exclude environmental educators with limited funds. As might be expected, more requests are received than can possibly be funded, but we encourage you to apply. For further details, please revisit the NAAEE Web site ([www.naaee.org](http://www.naaee.org)) in late spring.