

**National  
Council for  
Geographic  
Education**

**2021  
Annual  
Conference**

**November 19 -21**

**Minneapolis, MN**



**ncge**  
National Council for  
Geographic Education

# Call for Proposal Submission Guide

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**[www.ncge.org](http://www.ncge.org)**



# 106th NCGE ANNUAL CONFERENCE

*November 19 -21*

Minneapolis, MN

*GEOGRAPHY:  
PEOPLE,  
PLACES &  
CONNECTIONS*

## Our Passion

NCGE promotes the greater sharing of ideas, information, best practices, and innovative processes.

We are committed to ensuring that all students graduate with the knowledge, perspectives, and skills to make informed decisions as they go through life. We strive to support all educators in their desire to create engaging, authentic, inquiry-based learning experiences for students at all levels.



**ncge**

National Council for  
Geographic Education

# GEOGRAPHY

PEOPLE

PLACES

CONNECTIONS



## Seeking Proposals

The National Council for Geographic Education invites you to submit a proposal to present at our 2021 Annual Conference.

This gathering of K-12 geography teachers, college and university faculty members, curriculum designers and specialists, international educators, and geography discipline leaders offers the opportunity to:

- Network with geography teachers, professionals and colleagues
- Attend over 100+ sessions to increase professional learning
- Get the latest in geography and social studies education



## A Great Proposal Should



UNDERSTAND THE AUDIENCE



HAVE A SPECIFIC SESSION TYPE



HAVE A TOPIC FOCUS



HAVE A TARGET AUDIENCE



BE ADAPTABLE TO A VIRTUAL ENVIRONMENT



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# COMMON ATTENDEE JOB ROLE

Classroom Teacher  
Instructional Coach  
School/District Supervisor  
State Education  
Department  
Supervisor/Director  
Education Consultant  
Publisher/Writer/Developer

Principal/Assistant Principal  
Preservice/Graduate  
Student Teacher  
Preparation Faculty



## YOUR AUDIENCE







- **Presentation:** A 60-minute traditional session.
- **Panel:** A 60-minute session that includes a moderator and at least two panelists.
- **Power Session:** A 30-minute short presentation on a topic, resource, or tool.
- **Workshop:** A 2-hour in-depth learning and exploration session.
- **Local Field Trip** (Thursday, pre-conference): These should take place at a local site, and can be a half or full-day. There should be a significant rationale for holding.



## SESSION TYPE

Your session type should align with your objectives, session strategies, etc. This will help show that you have aligned all elements of your proposal



## Choose Primary Focus:

When choosing your primary focus, consider the three main ideas you are trying to share.



Be sure to select the target audience that most closely matches with your proposed session.



## Choose A Targe Audience

- Elementary
- Middle School
- High School
- College/University
- Pre-service



## Session Format:



- **Listen and Learn:** This is a more traditional session category. These sessions are predominantly one-way communication and do not involve a lot of audience participation.
- **Participate and Share:** This format should include the presentation of new information but also involve participants in some way.
- **Engage and Connect:** This format is specifically designed to help conference attendees engage with each other.



Keep in mind that the abstract information is how attendees will learn about what your session has to offer.



## Abstract:

The description should be directed toward attendees and what they will learn by attending this session. Start with the "action," such as **explore, discover, receive.**



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All presentations are required to have at least one attendee take-away (physical handouts and/or digitally accessible).

## Objectives:

Clearly state what you hope to accomplish through this presentation. List a maximum of four goals you wish to accomplish. These should include action words.

## Content:

Describe in detail what participants will learn. What new skills, methods, content, lesson ideas, or applications of technology will they come away with?

Consider the session type you have chosen. Can you fully share all of the content within this timeframe?

## Strategies:

What do you plan to do in your presentation and why? Communicate your intent and the value of what you are proposing.

## Adaptable:

Is it possible to adapt this presentation to a virtual environment if necessary?

Are you able to repeat your session as a future webinar?



## How do I submit my Proposal

All proposals must be submitted digitally via our online submission form at

<https://ncge.org/connecting-educators/annual-conference/proposal-submission/>

## Do I have to be an NCGE Member to present?

Yes. All presenters must be an NCGE member in good standing. Information on how to become a member can be found at <https://ncge.org/connecting-educators/membership/>

## Is there a fee to submit a Proposal?

No. However, if your proposal is accepted you must register to attend the conference. NCGE does not reimburse presenters for travel, registration, hotel, or presentation materials.

## Can I submit more than one Proposal?

Yes. You may submit up to two proposals. However, you will be required to submit a new form for each proposal.

## Is there a deadline to submit a proposal?

Yes. Submission Deadline is 11:59 p.m. (EST) July 30, 2021



## Frequently Asked Questions

Didn't find the answer you were looking for?

Contact us:  
[convention@ncge.org](mailto:convention@ncge.org)



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