PROPOSAL GUIDELINES

Types of Presentations

Proposals are requested for presentations in the following categories:

1. Individual Paper (Traditional or Work-in-Progress)
2. Group Sessions (Traditional or Work-in-Progress)
3. Data Analysis Consultation

Practitioner Inquiry: For Individual Papers and Group Sessions, you may choose to designate your presentation as *Practitioner Inquiry*. Practitioner Inquiry presentations focus on research by teachers and other practitioners in educational settings (e.g., school principals, counselors, non-teaching aides, parents, students, and other members of school communities). Practitioner Inquiry presentations are particularly featured on Saturday, known as Practitioner Inquiry Day.

1. **Individual Papers: (15 minutes)**
   Individual papers or films by one or more authors. Either final analyses, results, and conclusions (Traditional) or preliminary findings and tentative conclusions (Work-in-Progress) may be submitted. Indicate Practitioner Inquiry by selecting the appropriate submission track, if you so choose.

2. **Group Sessions (75 minutes)**
   A full session of no fewer than three, and no more than six presenters, including a discussant. These sessions may vary in organization: a set of individual papers, a panel discussion, a plan for interaction among members of the audience in discussion, workshop groups, or a film or set of short films are possible formats. Either final analyses, results, and conclusions (Traditional) or preliminary findings and tentative conclusions (Work-in-Progress) may be submitted. Indicate Practitioner Inquiry by selecting the appropriate submission track, if you so choose.

3. **Data Analysis Consultation (35 minutes)**
   Presenters offer their own un-analyzed data along with questions about analysis for consultation with expert researchers and conference participants. Data analysis consultation is by definition Work-in-Progress.
   Data Analysis proposals should state questions about data analysis and identify the data to be addressed. This is designed as a "workshop format" where you quickly present relatively un-analyzed data. The majority of the session is dedicated to the panel of data consultants giving advice on how to approach this data.

Proposal Evaluation Criteria

1. Significance for education
2. Conceptual orientation
3. Methodology
4. Description and data analysis
5. Clarity and detail of proposal

Format of Proposals

Everyone must submit:

1. *Abstract* (limit 100 words)
   This should be a brief overview of the work to be presented.
2. *Description* (limit 1500 words, not counting references)
   Selection is based on the description. A detailed description of the work to be presented should be submitted including conceptual orientation, data collection and analysis methods, data interpretation, and significance to education. Please indicate if it is a Work-in-Progress in the body of your Description.

Special Instructions for Group Sessions

Submit Abstract and Description of the session overall, as specified above. If the session consists of a set of individual papers, the group session proposal must also include a description for each individual presentation.

Special Instructions for Data Analysis Proposals

Please adhere to the following guidelines for your Data Analysis proposal:

1. State 2 or 3 questions about data analysis that will be addressed. Questions should be narrowly defined and intimately tied to the data being presented.
2. Identify the specific data that will actually be used in the presentation. Data to be shared may include field notes (maximum 2 pages), interview transcripts (maximum one page), audio and/or video tapes (maximum 1 minute), and archival and site documents.
3. Presenters should not plan to present preliminary conclusions. Rather, their purpose should be to seek advice on data analysis.
4. Please note audiovisual equipment needs in your proposal.