

Call for Proposals for the Sakai Vancouver Conference

Conference dates: May 30 - June 2, 2006

Proposal Guidelines

For more information, please visit www.sakaiproject.org/vancouver.

Preparation for proposal submission:

- **Deadlines?**
 - Proposals must be submitted by: **March 31, 2006.**
 -
- **Who can present?** - Anybody within the community is welcome to present.
- The **title** and **abstract** (50 words, max.) from your proposal form will be used, perhaps verbatim -- in the conference program. Therefore, make sure they accurately reflect the content and purpose of your session. Keep in mind that your audience will consist of current and potential Sakai Educational Partner Program members, the Open Source Portfolio members, and attendees new to both projects.
- The **description** (150-words, max.) of your session should be addressed to the program committee for their review of your proposal. Therefore, in your session description, please describe specifically what technology, learning situation, research process, implementation problem, assessment program, etc. that you plan on talking about. Secondly, explain what your audience will learn from your session.
- **Tell us** in what way your topic is unique, or valuable, or proven, or timely - why should we choose your proposal for the program?

We will also ask you to think carefully about your **audience**, developers, faculty, tech support, administrators, researchers -- and your **goals** for the session. Depending on your audience, session proposals should address not only **HOW**, but also **WHY** and **WHEN**. The more practical, focused, informative, and action-oriented your session, the more valuable it will be for this conference. Each session should use visuals, and provide handouts when appropriate. Allow ample time for questions. Each session will have a convener who will make sure your session runs well and ends on time.

Last Updated (Monday, 23 January 2006)

Types of Presentations

For the Sakai project, this is a year of community building, implementations (and all that implies), and exploration of the frontiers of innovation for the Sakai Collaboration and Learning Environment. Session presenters should incorporate these themes into their presentations where ever possible.

Before submitting a proposal, we strongly encourage you to download a sample submission form (available soon) which will help you prepare your text prior to using the online submission form.

Presentation formats include:

- **Panel Session** - This type of session typically brings together panelists from diverse background to address a topic from multiple points of view.
- **Workshop** - This type of session is highly interactive, relaying skills as well as information to attendees.
- **Discussion/Roundtable**- This type of session involves a very brief presentation of a topic and immediately opens for discussion of the topic by attendees.
- **Lecture/Presentation**- This type of session consists mostly of presenting information to the attendees. Sufficient time for follow-up questions is included.
- **Showcase/Poster session**- Please note that we will not be soliciting proposals for Showcase/Poster sessions using this call for proposals form. We do, however, encourage you to create a poster that showcases your campus implementation or toolset. You can use the template we will provide (sometime in March) or use your own design. We will provide more details in March.

Use the best format to achieve your goals and provide a meaningful experience for your participants. The program committee may suggest alternate formats for session based upon time and room constraints and other related session proposals

Technical Demos:

Is a Technical Demonstration a more appropriate option for you? The technical demo reception will be held on the evening of Thursday, June 1st. As in the past, we plan to provide each demonstrator with table space and, if equipment resources allow, an overhead projector and screen to project your demonstration. This event has become one of the most exciting events of the conference. Space is very limited, so get your demo requests in early. To submit a Technical Demo request, select the "Technical Demo" option when completing the Call for Proposals form.

Call for Proposals -- Submission Form (part 1)

▶ **Start** ▶ **Proposal Details** ▶ **Contact Information** ▶ **Confirmation**

* = Required fields

First Name: *

Email: *

Last Name: *

Confirm Email: *

*Select the first type of proposal to be submitted:

☐

Conference Presentation

Presentation formats include: panel, workshop, discussion, lecture, and showcase (posters). Presentations will take place at the conference hotel, during the conference's daytime schedule for May 30 through June 2nd.

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Technology Demo

Technology Demos will take place during on Thursday, June 1st. [more information](#)

continue

Call for Proposals -- Submission Form (part 2)

▶ **Start** ▶ **Proposal Details** ▶ **Contact Information** ▶ **Confirmation**

Proposal for Conference Presentation

Select the most appropriate Presentation Track and Format for your presentation from the options provided below. Please note that this general categorization will be used by the program committee for the proposal review and conference planning process, and may not be the classifications or titles used for the final conference program.

* = Required fields

Presentation Title *

(75 max chars)

Presentation Abstract *

(50 word max.)

Presentation Description: *

(150 word max.)

Primary Presenter *

(primary contact for this proposal)

Brief Text Bio *

(Primary presenter only - for online and print program (50 word max.)

Co-Presenter(s)

(list other presenters involved in this session, separate each name by a comma)

Co-Presenter's bio

(short summary/bio for other presenters) 100 word max.

Project URL

1/29/06 9:05 PM

Presentation track: * see sidebar for [track descriptions](#)

- ☐ Management & Campus Implementation
- ☐ Research & Collaboration
- ☐ Sakai Foundation, Community Source & Governance
- ☐ Teaching, Learning & Assessment
- ☐ Technology

Intended Audience(s): *

Please indicate your intended audience by selecting an interest level **for at least one** of the audience groups listed below. For example, a session on your campus implementation might be of high interest to Implementors and of medium interest to Senior Administration, etc.

Developers	<input type="radio"/> low	<input type="radio"/> medium	<input type="radio"/> high
UI Developers	<input type="radio"/> low	<input type="radio"/> medium	<input type="radio"/> high
Faculty	<input type="radio"/> low	<input type="radio"/> medium	<input type="radio"/> high
Faculty Development	<input type="radio"/> low	<input type="radio"/> medium	<input type="radio"/> high
Implementors	<input type="radio"/> low	<input type="radio"/> medium	<input type="radio"/> high
Instructional Designers	<input type="radio"/> low	<input type="radio"/> medium	<input type="radio"/> high
Managers	<input type="radio"/> low	<input type="radio"/> medium	<input type="radio"/> high
System Administrators	<input type="radio"/> low	<input type="radio"/> medium	<input type="radio"/> high
University Administration	<input type="radio"/> low	<input type="radio"/> medium	<input type="radio"/> high
User Support	<input type="radio"/> low	<input type="radio"/> medium	<input type="radio"/> high

Presentation Format * see sidebar for [format descriptions](#)

- ☐ Discussion
- ☐ Lecture
- ☐ Panel
- ☐ Workshop (How-to)

Room setup desired: * We will do our best to accomodate your request

- ☐ **classroom** (rows of narrow tables w/chairs)
- ☐ **theater** (rows of chairs only)
- ☐ **conference** (roundtables or conference room setup)

Presentation Length: * Times are not guaranteed. We will do our best to match each session with an appropriate time block

- ☐ 30 minutes
- ☐ 90 minutes
- ☐ 120 minutes

Availability Please check the days that you CANNOT present due to a travel conflict

I am NOT available:

- ☐ Tuesday, May 30
- ☐ Wednesday, May 31
- ☐ Thursday, May 1
- ☐ Friday, May 2

Click on **Add this proposal** to submit this proposal item and continue with the submission process.

Add this proposal

Call for Proposals -- Submission Form (part 3)

▶ **Start** ▶ **Proposal Details** ▶ Contact Information ▶ Confirmation

***Select next step:**

You may add another proposal or complete the contact information and submit your proposals to the Sakai Conference Programming committee.



Add a demo proposal



Add a presentation proposal



Complete required contact information and submit my proposal(s)

continue

Call for Proposals -- Submission Form (part 4)

▶ **Start** ▶ **Proposal Details** ▶ **Contact Information** ▶ Confirmation

Proposal for Technology Demo:

The technology demos will take place on Thursday, June 1st. Demonstration tables will be set up around the perimeter of the reception room, Space will be limited.

* = Required fields

Tool or Product Name *

Demo Description *
(50 words max.)

Demo Presenter(s) *

Project URL

Click on **Add this proposal** to submit this proposal item and continue with the submission process.

Add this proposal

Call for Proposals -- Submission Form (part 5)

Start Proposal Details Contact Information Confirmation

* Required fields

Name:

Email:

Role: * Please select the role from the list which best describes your role within your organization.

-- select --

Organization: * --Select Organization--

If Other please enter here:

Department:

Address 1: *

Address 2:

Town/City: *

State/Province: * State/Province

If Other please enter here:

Zip/Postal Code: *

Country: * Country

Phone: * use: xxx-xxx-xxxx

Fax: use: xxx-xxx-xxxx

Click **Submit** to complete the proposal submission process.

Submit