



2018 Submission Details & Guidelines

Online Portal

Please go to <https://nabt.secure-platform.com/a> to submit a session proposal online. This system requires a login and password to proceed. If you have not used this system previously you will need to create a new login and password. If you have not created a login before, go to <https://nabt.secure-platform.com/a/account/login> to create your profile.

The login information for this site is distinct from your current NABT account information and you will need to create an account for the submission portal. This login allows you to return to view and edit your submissions as needed before the deadline.

Registration Requirement

NABT will accept sessions until 11:59 pm EDT on THURSDAY, MARCH 15th.

The NABT Professional Development Committee Sessions will review sessions and acceptance **notifications will be sent to the Primary Presenter by May 1, 2018**. Late and incomplete submissions will not be considered for review. Upon acceptance, all session presenters must register and pay the appropriate fees to attend the NABT Professional Development Conference.

Registrations must be received by **May 31st** for your session to be included in the final Conference Program.

Note: Please contact all co-presenters prior to submitting your proposal. Upon acceptance, all session presenters must register and pay the appropriate fees to attend the NABT Professional Development Conference. Registrations must be received by May 31st for your session to be included in the Final Conference Program.

Conference Location

The 2018 NABT Professional Development Conference will be held at the Sheraton San Diego Hotel & Marina San Diego, CA from Thursday, November 8th to Sunday, November 11th.

Please send questions to conference@nabt.org or call (888) 501-NABT.

Required Information for Submission

Presenters Contact Information to be provided:

- Title
- First Name
- Last Name
- School/Organization
- Work City
- Work State/Providence
- Work Country
- Work Phone
- Work Email

Information for submission module includes:

- **Submission Title** (50-word limit)
- **Session Description** (30-word limit)
- **Session Category** (Submitters will select 1 of the following categories):
 - AP Biology
 - Anatomy & Physiology
 - Biotechnology
 - Botany & Plant Biology
 - Curriculum Development
 - Ecology / Environmental Science / Sustainability
 - Evolution
 - General Biology
 - Genetics
 - International / Global Education
 - Instructional Strategies
 - Microbiology & Cell Biology
 - Nature of Science
 - Neuroscience
 - Science Practices
 - Technology in the Classroom
- **Type of Session** - Submitters will select 1 of the following formats:
 - Hands-on Workshop (75 min): Audience actively participates in experience.
 - Hands-on Workshop (30 min): Audience actively participates in experience.
 - Demonstration (75 min): Shows participant how to use data sets, equipment, online resources, etc.
 - Demonstration (30 min): Shows participant how to use data sets, equipment, online resources, etc.
 - Symposium (75 min): Panel of two or more speakers.
 - Paper (30 min): Presentation of research results.

- Partner Presentations (75 min): Reserved for non-profit organizations highlighting free teaching resources
- Special Workshop: Conditions Apply
 - Special Workshops are auxiliary sessions scheduled on Thursday and Sunday of the conference. All workshop presentations with an associated fee to cover consumables, resources, speaker travel costs, etc. will be assessed a \$20/person administration fee. Please provide the following information:
 - Length of Session
 - Cost per person w/o NABT fee
 - Scheduling Preference (Thursday afternoon, Sunday morning)
 - Other special requests
 - Special Workshop details (200-word limit)

• **Intended Audience:** - Submitters can select up to 3:

- Elementary School
- Middle/Junior High
- High School
- 2-year College
- 4-year College/University
- General Audience

• **Presentation Abstract:** Submitter must provide a detailed description of their session to assist with the review process. Please highlight resources, skills sets, assessments, etc. that will be presented. (500-word limit)

• **Learner Outcomes:** Submitter to provide up to five learner outcomes based on aim and objectives of the session. (300-word limit)

• **Audience Participation:** Describe how your session addresses core content, science practices, or interdisciplinary concepts outlined in reports like NGSS, the AP Biology Framework and/or Vision and Change (300-word limit).

• **Should NABT not be able to accommodate your 30/75-minute session, you are asked to consider an alternative format:**

- 30-minute session
- Poster Presentation
- 10-minute Mini-Presentation
- Research Paper
- N/A

• **Does your session address core content, science practices, or interdisciplinary concepts outlined in NGSS, AP Biology or Vision and Change?**

- If yes, please explain how using specific references to the policy initiative that informs your session. (300-word limit)
 - Option to attach up to three documents

- **Preferred Room Setup**

- Classroom: Long tables, chairs facing forward
- Workshop: Round tables placed around room
- Theater Style: Rows of chairs, no tables
- No preference

- **Equipment Needs: All rooms will be set with WiFi, a screen, and digital projector. Computers will not be provided.** (Submitters will select all that apply.)

- No additional equipment needed.
- Wired Internet for Presenter: \$50
- Microphone for Presenter: \$50

- **Does your session use live organisms (plants, vertebrates, bacteria, etc.)?**

- If yes, submitters must list and explain what precautions have been taken for proper use.

- **Does your session use reagents?**

- If yes, submitters must list and explain what precautions have been taken for proper use.

- **Does your session any materials that may pose a hazard?**

- If yes, submitters must list and explain what precautions have been taken for proper use.

When submission is complete, submitters will affirm having read the complete application instructions and confirm that all information on the form and in any supporting materials is true and verifiable.

Submitters will confirm their understanding that any materials submitted will be sent electronically for the sole purpose of evaluation and accept the inherent risk of accidental disclosure of personal information.