NABT Session Submission Instructions

Online Portal

To submit your session proposal, please go to https://nabt.secure-platform.com/a to submit a session proposal online. This system requires a username 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 here: https://nabt.secure-platform.com/a/account/login

The login information for this site is distinct from your NABT.org website account and will allow you to return to view and edit your submissions as needed before the deadline.

Guidelines

Please review the following guidelines before starting your submission.

- NABT will accept sessions until **11:59 PM Eastern on Thursday, April 1**. Late and incomplete submissions will not be accepted for review.
- You may submit an unlimited number of proposals however, acceptance will be limited to two education sessions per presenter.
  - Individuals may also present posters, research papers, exhibitor sessions, and invited symposia in addition to the two sessions.
- The NABT Professional Development Committee will review session proposals and acceptance notifications will be sent to the primary presenter by May 15, 2021.
- Upon acceptance, all session presenters must register and pay the appropriate fees to attend the NABT Professional Development Conference in Atlanta. Please contact all co-presenters before submission so they are aware of this requirement.
- Registrations must be on file by May 31st for your session to be included in the Final Conference Program.

PLEASE NOTE: Sessions that promote a saleable product, program, or service must be conducted as an exhibitor workshop. In order to propose an exhibitor workshop, the company must be exhibiting at the conference.

Exhibitor, sponsor, and partner sessions will be accepted starting July 15, 2021.

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** (15-word limit, so please write out uncommon acronyms)

- **Session Description** (30-word limit)

- **Session Category -** 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** - 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 participates how to use data sets, equipment, online resources, etc.
  - Demonstration (30 min): Shows participates 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.
  - 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)

- **Should NABT not be able to accommodate your 30/75 minute session, please select an alternative format that would be appropriate.**
  - 30 minute session
  - Poster Presentation
  - Research Paper
  - N/A

- **Should NABT be unable to host an in-person conference, would your session be appropriate as an online experience?**
  - Yes, I can present my session as an online presentation.
  - No, my session is better presented in-person.
  - My session can be presented online or in-person.

- **Intended Audience:** - Submitters can select up to three:
  - Elementary School
  - Middle/Junior High
  - High School
  - 2-year College
  - 4-year College/University
  - General Audience

- **Presentation Abstract:** Provide a detailed description of your session to assist with the review process. Please highlight resources, skills sets, assessments, etc. that will be presented. (300-word limit)

- **Learner Outcomes:** Please provide up to five learner outcomes based on the aim and objectives of the session to assist. (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).

- **Supplemental Material:** You may provide up to three files illustrating the resources you plan to present for consideration by the reviewers.

- **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. <u>Computers will not be provided.</u>** <u>(Submitters will select all that apply.)</u>
  - o No additional equipment needed.
  - o Wired Internet for Presenter: Additional Fee
  - o Microphone for Presenter: Additional Fee

- **Does your session use live organisms (plants, vertebrates, bacteria, etc.)?**
  - o If yes, submitters must list and explain what precautions have been taken for proper use.

- **Does your session use reagents?**
  - o 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?**
  - o 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.