

Procedures for Submitting a Presentation Proposal

Eastern Evaluation Research Society

An affiliate of the [American Evaluation Association](#)

The 33rd Annual Conference

Expanding the Evaluator's Toolkit

April 2-4, 2017

Seaview Marriott Resort and Spa in Absecon, NJ

General Guidelines

Thank you for your interest in submitting a presentation proposal for the upcoming EERS annual conference. Please be careful to read and follow all of the guidance given below for the relevant presentation format. It will help to ensure that we receive the information we need to properly evaluate your proposal.

Presentation Formats:

Individual Presentation – An individual presentation is combined with two other presentations, at the discretion of the Program Committee, to form a panel session, which is 90 minutes in length. Each participant is provided approximately 20 minutes to present, and the remaining 30 minutes of the panel session is reserved for questions from the audience and related discussion—which EERS strongly encourages. Submission procedures for an individual presentation are as follows:

- **Page 1: A cover sheet** with the proposal title, format of the presentation, and the name, title, and affiliation of each presenter (as you would like them to appear in the printed program), plus the address, phone number and e-mail address of the designated contact person.
- **Page 2: An abstract, not to exceed 300 words**, that details the evaluation topic, project background and goals, methods, results, conclusions and implications for a diverse audience of practicing evaluators and consumers of evaluation from a wide variety of fields (including education, health, human services, criminal justice, etc.). The abstract is essential to the program committee's evaluation of your proposal.
- **Page 3: A one-sentence synopsis** or "subtitle" for your presentation that can be printed in our conference program to let participants know, in brief, what your presentation will cover. Please make it clear, accurate, and understandable.
- **Page 4: A short bio (75 words or less)** of each presenter to be included in the conference packet.

Panel Proposal – You may assemble and propose an entire panel (90 minutes) composed of three related presentations. We will consider the panel proposal as a set and, if accepted, will schedule the panel as a concurrent session. Panel proposals may be most appropriate for evaluators working together on a related topic or methodology, or even members of a large evaluation team presenting different aspects of the same project. Panels that invite interactive discussions are strongly encouraged. Submission for a panel proposal is as follows:

- **Page 1: A cover sheet** with the panel title, format of the presentation, and the name, title, and affiliation of all the presenters, plus the address, phone number and e-mail address of the designated contact person for the panel.
- **Page 2: A 100-word abstract** that summarizes the theme or topic of the panel as a whole.
- **Pages 3, 4, and 5: A separate 300-word abstract for each of the three proposed presentations (with each abstract on a separate page)**, that details the evaluation topic, project background and goals, methods, results, conclusions and implications for a diverse audience of practicing evaluators and consumers of evaluation from a wide variety of fields (including education, health, human services, criminal justice, etc.). **Below each abstract include a one-sentence synopsis** or “subtitle” for your presentation that can be printed in our conference program to let participants know, in brief, what your presentation will cover.
- **Page 6: A short bio (75 words or less) for each presenter** on the panel to be included in the conference packet.

Skill-Building Session – These sessions should be focused on demonstrating and/or teaching specific practical evaluation methods or professional skills. You should not be presenting the results of a project or paper in this type of session. These sessions have generally been formatted much like a college classroom setting, with chances for the audience to practice a new skill/s with carefully planned exercises or demonstrations. Skill-building sessions may be assigned as an entire session period (90 minutes) or be coupled with another evaluation skill-building presentation, at the discretion of the Program Committee (so that each has 45 minutes). Submission for a skill-building session is as follows:

- **Page 1: A cover sheet** with the proposal title, format of the presentation, and the name, title, and affiliation of all presenters, plus the address, phone number and e-mail address of the designated contact person.
- **Page 2: An abstract, not to exceed 300 words**, that details the form and content of the proposed skill-building session and the benefits it will offer for a diverse audience of

practicing evaluators and consumers of evaluation from a wide variety of fields (including education, health, human services, criminal justice, etc.).

- **Page 3: A one-sentence synopsis** or “subtitle” for your presentation that can be printed in our conference program to let participants know, in brief, what your presentation will cover.
- **Page 4: A short bio (75 words or less)** of each presenter to be included in the conference packet.

Submission Guidelines

Submit your proposal at <http://eers.org/content/submit-session-proposal>. Questions regarding the submission process can be directed to the Program Committee Co-Chairs, Akisha Jones (akisha.jones@gmail.com) and Justin Piff (JPiff@equalmeasure.org).

All submissions are due by December 9th, 2016.

By submitting a proposal, you indicate your agreement to the following expectations:

- That if your proposal is accepted, you and the other designated presenters commit to registering for the conference and attending to make your presentation as scheduled during April 2-4, 2017.
- That the designated contact person on the proposal will be responsible for contacting all other proposed presenters and notifying them of the status of the proposal as well as the expectations of the EERS (in the paragraph above).
- That EERS discourages any changes to the content of the proposal or the listed presenters after approval, and that failure to register or appear for your presentation constitutes a breach of professional trust and will harm your chances of participating in future EERS conferences and events.

Authors will be notified by the end of January 2017 on the status of their submission.

Any questions or comments on the submission of a presentation proposal can be directed to the Program Committee Co-Chairs, Akisha Jones (akisha.jones@gmail.com) and Justin Piff (JPiff@equalmeasure.org).

Thank you – we look forward to your proposals!