

# Before you click submit:

It is important for you to look at your proposal from the point of view of a reviewer and a conference attendee so that your amazing workshop idea becomes a successful STANYS proposal.

## 1. Your title should grab the reader's attention!

Use your title to catch people's attention. Create a catchy title that reflects the proposal and draws attention to what you have to say. Make the conferee want to read on. "Creating a Phenomenal Classroom." That word phenomenal just jumps off the page and already you are intrigued, while "Using NYSSLS in the Secondary Classroom" is boring !

## 2. Workshop Description - Summary

This is the description that will appear in the conference program. This is your opportunity to hook people and make them want to see what you have to offer. Target your main point and succinctly state what the attendees will get from your session, using active verbs to begin (e.g., learn, explore, discover, discuss).

Reviewers will be looking through your description for evidence of CTLE requirements:

- Is your CTLE focus (Content, Pedagogy, ELL) clearly articulated within the description?
- Choose only those CTLE requirements that fit your workshop. It is unlikely that you could meet each one in a single hour session, or even a double session. Workshops that meet at least 4 requirements closely are more likely to be accepted.
- For each of the CTLE requirements checked, do the bold words from the requirement appear in the description?

## 3. Workshop Description - Detailed

There are no character limits here, so write as much as you need to explain what you plan to do. Only the reviewers will see this part of your proposal. The reviewers are current and former science teachers and college professors in the science education field.

Reviewers will be looking through your description for evidence of CTLE requirements:

- Is your CTLE focus (Content, Pedagogy, ELL) clearly articulated within the description?
- For each of the CTLE requirements checked, do the bold words from the requirement appear in the description?
- Are the objectives specific and realistic?
- Do the descriptions of skills and strategies demonstrate what will happen at this session?
- Do the quality of your ideas and the care you've taken to communicate them inspire confidence?
- Does the proposal make you want to attend this presentation?
- Spelling, capitalization, grammar and punctuation

## 4. Know your audience

Proposals are needed at all levels, all content areas, pedagogy and technology. Who do you want to attract to your presentation? Make sure that you select the appropriate audience on the proposal form. Presentations are listed by audience level in the Conference Program so that attendees can easily find ones that match their interest.