LitCon '24 Proposal Submission Guidelines

Submission Guidelines

Proposals are read as part of a juried process by the LitCon Planning Committee. Your submitted information may be edited for space and clarity for the final program. Lead submitters will be notified of the status of their proposals via email on August 3, 2023. **Please keep in mind that sessions may not contain any references or advertisements for products or services.**

1. **Start** your proposal online [here](#) and Log In or Sign Up to create a new profile.
2. Click on Submit a Proposal.
3. Select your **Session Type**: <u>Concurrent</u> or <u>Speed Learning</u> session. *Please note: You are limited to 3 submissions for each type.*
4. Update your **Contact and Speaker Profile** details. *Once you have entered this information, you will not need to enter it again in the future-- make changes to make sure it is current.* Your speaker profile is your virtual business card in the event platform. It should properly introduce yourself to the audience and connect them to your platforms to continue interactions. Speaker Profile includes the following:
   - **Your Biography**: Your bio should include a brief summary of your education, work history, and experience relevant to your speaking topic. When writing your bio, you want to focus on how the audience perceives you. What about you would be most important or interesting to them? How did you become an expert on this topic? One of the biggest goals of a speaker biography is to grab potential event attendees' attention and get them to attend your session. A fascinating bio can convert an undecided into an attendee. Please submit your presenter bio in third-person narrative form with only your info. If you have co-presenters, they will submit separate biographies after sessions have been accepted.
   - **Social Media Links**: Share your social media links so your attendees can connect with you before, during, and after the event to keep the conversation growing. Includes Website/Blog, Twitter, LinkedIn, Facebook, and Instagram.
   - **Your Picture**: Nothing is more recognizable than your face! Please upload a recent picture of yourself for use in event marketing. Pictures should be clean and simple, head and shoulders, and high resolution. **PNG or JPEG, 120 px squared and under 100 KB*
5. Select your **Session Strand** that best fits your session.
6. Your **Session Title** should capture your audience's attention and complement your session description; *Max 55 characters (including spaces) per limitations on the digital signs at the convention center.*
7. Write your **Session Description** in narrative form as you wish it to appear in the conference program. The committee may edit descriptions as the final version. Be as straightforward as possible about what the participants may expect from your session. *Max 100 Words*.
8. Your **Detailed Outline** should provide examples of the goals and objectives for your audience; *Max 800 words*. Objectives should be clear, relevant, and realistic.
   Please include the following in your outline:
   - How you will achieve your **goals** through content and engagement.
   - Indicate a **timed allocation** for each section.
9. Select up to **3 Topics** that apply to your session.
10. Indicate the appropriate **Experience Levels** for your audience (Beginner, Intermediate, Advanced)
11. Please list any conferences where you have **Previously Presented** this session.
12. **Presenter Qualifications** allow you to share your qualifications to present a quality session with the

planning committee. Include a brief biography about yourself and each co-presenter (3-5 sentences), the number of years in the education field, your area of expertise, and a description of your experience presenting sessions at different conferences. ***Max 800 words***. Please include the following in your resume:

- 3-5 sentence **biography** about **yourself** and each of your **co-presenters**
- number of **years in** the **education** field
- area of **expertise**
- description of your **experience presenting** sessions at different conferences

13. If you have **Co-Presenters**, please add them to your proposal. They will each be contacted to submit their speaker profile details.
14. **Once submitted, you can edit your proposal until June 29, 2023. All submissions must be completed by June 29, 2023.** You will be notified via email of your session **acceptance/declination on August 3, 2023.**

Session Types

- **Concurrent Sessions (75-minutes):** These informative, solution-driven sessions will feature thought leaders sharing their expertise across all topics and strands of LitCon. Selected to ensure the best in professional learning. The LitCon Concurrent Sessions are designed to transform how you teach.

- **Speed Learning Sessions (15-minutes):** Experience personal attention from the experts in these fast-paced and informative sessions, sparking ideas and collaboration in an intimate setting. Watch each session live on stage at the Knowledge Theater in the exhibit hall, with several Speed Learning sessions running consecutively.

Concurrent Sessions (75-minutes)
Rooms Include:
- LCD Projector — Screen and a projector with HDMI (High Definition) port and HDMI cable connector. **Please bring your own HDMI adapter if your device does not have an HDMI port.
- Projector Remote — Be mobile and control your PowerPoint from anywhere in the room.
- Podium and Microphone — A wired microphone will be at each podium.
- Audio Sound Patch — Have music or videos in your presentation? Connect your computer to the house sound.
- Wireless Internet Access — You use the same Wi-Fi as the attendees. It could be slow and unpredictable.
- Head Presenter Table near the front of the room with chairs.

Items to bring with you:
- Your laptop or device, charged and ready to present your session.
- Any HDMI adapters, cables, cords, or dongles to connect your device to the LCD Projector.
- A copy of your presentation loaded on your laptop/device. Wi-Fi in the center can sometimes be unpredictable and is best not relied upon.

Speed Learning Sessions (15-minutes)
Knowledge Theater Includes:
- Podium and Microphone — A wired microphone will be at the podium.
- Laptop connected to a 65” monitor
- Audio Sound Patch — Have music or videos in your presentation? Connect your computer to the house sound.
- Wireless Internet Access — You use the same Wi-Fi as the attendees. It could be slow and unpredictable.
- Head Presenter Table near the front of the room with chairs.

Items to bring with you:
- A copy of your presentation on a flash drive. Wi-Fi in the center can sometimes be unpredictable and is best not relied upon.

Session Strands

- **Classroom Literacy Strand (K-2, 3-5, 6-8):** Proposals should focus on comprehensive literacy instruction through which classroom teachers can differentiate instruction to meet the needs of a diverse group of children. This strand will also focus on the classroom teacher's role as they collaborate with interventionists to support students. Proposals focusing on theory to practice are encouraged.

- **Children's Literature Strand:** The Children's Literature Strand seeks proposals that promote current, diverse, high-quality literature for elementary audiences in conjunction with effective instructional practices.

- **Leadership in Literacy Strand:** Sessions considered for the Leadership in Literacy Strand should be targeted to school and district administrators, school board members, curriculum directors, and Reading Recovery site coordinators and teacher leaders. Session content being sought includes supporting and sustaining Reading Recovery implementation as part of a comprehensive literacy model and sessions that will inform and assist educators in effective collaboration to achieve student success.

- **Literacy Coaching Strand:** The Literacy Coaching Strand requests proposals that align with the National Council of Teachers of English (NCTE) and the International Literacy Association's (ILA) definitions of a literacy or reading coach or a reading specialist. Submissions are encouraged that focus on: Various aspects of the coach's roles | Professional learning opportunities | Leadership in the literacy program processes that support both the development and implementation of a school-wide literacy program | The emerging role of the coach as a coordinator and collaborator | Coaching around assessments to lift teaching and inform instruction | Cultural relevancy in coaching for the use of informational text | Coaching for congruence across learning settings

- **Reading Recovery Strand:** Sessions in this strand should provide an in-depth study of Reading Recovery teaching, such as: Supporting oral language learning | Literacy processing in reading and/or writing | Teacher Decision Making | Early learning | Acceleration | Collaboration with school and district literacy teams, classroom teachers, and other school and district personnel.

Session Topics

Up to 3 topics can apply to your session:

- Assessment
- Comprehension
- Differentiated Instruction
- Diverse Learners
- Equity in Education
- English Language Learners
- Fluency
- Literacy Coaching

- Literacy Leadership
- Literacy Teams
- Oral Language
- Phonemic Awareness
- Reading
- Reading Recovery
- Strategies for Struggling Readers
- Vocabulary
- Word Study
- Writing

Presenter Agreements

LitCon is only able to provide high-quality educational experiences for our members because we have high-quality and committed presenters who go above and beyond in delivering those experiences. It is essential that we create consistency, provide opportunity, and ensure quality in the programs provided at our events.

As a presenter, you agree to the following:

- Ensure all session presenters **register by November 17, 2023**, or risk your session slot being assigned to another presenter. The registration fee for the full conference is complimentary for concurrent session lead presenters only. Co-Presenters and Speed Learning Presenters are required to purchase registration.
- **Develop a high-quality presentation** that achieves the learning objectives submitted in your accepted proposal.
- **Upload your handouts by January 11, 2024**.

- Allow LitCon permission to use my session handouts for distribution. This is a powerful professional development resource for attendees and those who cannot attend the conference.
- Facilitate an environment in the educational session consistent with LitCon's beliefs around the **free exchange of ideas** guidelines.
- Be **conscious of conflicts of interest** as a presenter, particularly not engaging in promotional marketing, selling any product, consultancy, or service, and refraining from behavior that would derive direct personal benefit.
- Understand that the invitation to present at this conference may be rescinded if any presenters are involved in an incident that subjects the presenter to scandal or widespread contempt, consistent with LitCon's **change in reputation** guidelines.
- Use only materials, pictures, and graphics in the presentation that are **free from copyright protection**, or have explicit permission for use, consistent with LitCon's **copyright expectation** guidelines.
- **Have the appropriate permissions from my supervisor to attend, present, and fund the conference, including travel, lodging, meals, etc., before submitting this proposal.**

Free Exchange of Ideas. The Reading Recovery Community is committed to the ideals of equity and inclusion and expects all members and leaders to model inclusive practice actively. Facilitating an environment in which participants, presenters, and guests openly express opinions and perspectives is instrumental to promoting the free exchange of ideas and the growth and development of members of our profession. Presenters and participants in our educational initiatives should be respectful of the contributions of other's work in the profession and ensure that the environment they are engaged in is open, tolerant, and welcoming of a variety of viewpoints, even if they share opinions in which they may vehemently disagree. Presenters and facilitators must also specifically recognize their more visible role provides an increased expectation for practicing the highest ideals of personal and professional behavior.

Conflict of Interest. Presenters are high-profile leadership roles of the Reading Recovery Community. While serving in this role, presenters should take great care not to create any sense of conflict of interest, such as conducting promotional marketing, selling any product, consultancy, or service, and refraining from behavior that would derive direct personal benefit as a result of the activity to which they have been invited to facilitate.

Change in Reputation. If at any time before or during the event, LitCon or RRCNA determines that an individual in speaking, leadership, faculty, or other similar role is involved in any situation or occurrence which subjects the individual to public scandal, disrepute, widespread contempt, public ridicule, or that will tend to shock, insult or offend the community or public morals or decency, LitCon or RRCNA may terminate their agreement or invitation. The parties shall have no further liability to one another.

Endorsement. The comments and opinions expressed by presenters or facilitators of educational initiatives do not necessarily reflect the position of LitCon, RRCNA, or the broader Reading Recovery Community. LitCon and RRCNA are not responsible for these comments or any alleged harm or injury that results from them. Presenters understand that selection and presentations do not imply RRCNA's endorsement of substance or performance and will state that the opinions presented are those of the individual and not of RRCNA.

Copyright Protections. Presenters and facilitators of educational initiatives agree that their presentation does not violate any proprietary or personal rights of others, is factually accurate, and contains nothing defamatory or otherwise unlawful. All presenters and facilitators should ensure that they ethically use other's material, adhere to copyright and trademark expectations, cite sources as appropriate, and have appropriate permissions for the use of graphics, pictures, or videos of others.

Other principles and policies. LitCon and RRCNA promulgate policies, procedures, and principles that apply to their educational initiatives and the role of presenters and facilitators that cannot all be directly addressed in a valid document of this nature. Faculty have the responsibility for identifying additional policies and procedures that may apply.

Grading Rubric

The following scales will be used to determine if a presentation should be included at the annual conference. Each dimension is graded on a scale of 0-5.

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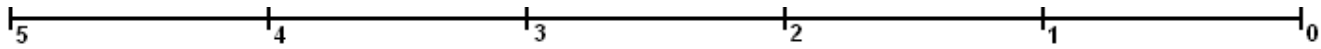
Is content important/relevant or innovative/new to literacy/reading recovery?
- 5 – The content is cutting-edge thinking and very relevant.
- 3 – The content is relevant and reflects current knowledge.
- 0 – The content is outdated, incorrect, or irrelevant.

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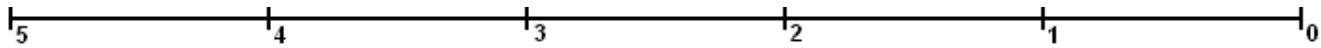
Are learning objectives clear, relevant, and realistic?
- 5 – The learning objectives are clear, relevant to the topics, and realistic.
- 0 – The learning objectives are unclear, not relevant to the presented topic, or unrealistic to accomplish in the allotted time.

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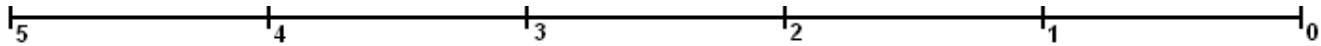
Does the presenter demonstrate expertise in the topic?
- 5 – The presenter is an expert thought leader on the topic.
- 3 – The presenter has appropriate experience on this topic.
- 0 – The presenter does not appear to be an expert on the topic.

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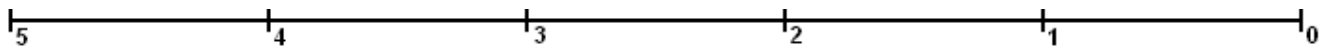
The title and description is inviting, clear, and descriptive, so the attendee knows what this session is about?
- 5 – The title and description are clearly explained to attract the attendee to this presentation.
- 0 – The title and description provide a limited idea of what the session will cover.