

Literacy & Learning Symposium Sessions: Submission Checklist

| Call for Presenters Form | Yes | No |
|--|-----|----|
| 1. Every question has been answered. | | |
| 2. All answers are under the maximum word limit. | | |
| 3. The form will be submitted prior to the deadline. | | |
| 4. I have read the Presenter Compensation information. | | |
| 5. I am aware of the Symposium Theme. | | |
| 6. All contact information for session presenters is current and accurate. | | |
| 7. Each presenter has shared their biographical information and picture. | | |
| 8. The Title of the session is interesting and clearly describes the content of the session. | | |
| 9. The Title is 6 words or less. | | |
| 10. The Session Description clearly describes what the focused learning of the session will be. | | |
| 11. The Session Description clearly describes what participants will take away from the session (specific resources, tools, strategies,...) | | |
| 12. The Session Description is 50 words or less. | | |
| 13. Only 1-3 Symposium Thread boxes (total) have been checked off. | | |
| 14. I have provided an answer as to <i>why</i> I have chosen the Symposium Thread(s) that is checked off. | | |
| 15. My answer to the (1) purpose of the session, (2) what participants will learn, and (3) the strategies, resources or tools participants will take away, line up with the Symposium Thread(s) and the Session Description I have provided. | | |
| 16. I know who to contact if I have any questions. | | |

Other things to note: