CALL FOR PROPOSALS

ELEVATING Education Leaders
2022 ICP WORLD CONVENTION

The 2022 ICP World Convention Program Committee invites proposals for participation in our upcoming Elevating Education Leaders Convention, taking place July 25-28, 2022. This unique biennial event is the premier convention bringing together leaders in the domestic and international education sectors.

- The deadline for all submissions is **November 14 by 11:59 p.m. EST.**
- Selected proposals notifications will be sent by email by **December 17 by 11:59 p.m. EST.**

Assessment

All submission types will be **blind assessed**. The evaluators will review all submissions without the names of the authors and presenters, (which will be submitted separately). The names of the organizers and presenters should not appear in the text of the proposals. **Proposals will be accepted in both English and French**. The brief summary and full description should be in the language of presentation.

Session Types

Each session type is associated with one of the cognitive interaction levels below. If your proposal does not align with the identified level of interaction for the type of session, indicate this in the submission form.

Limited – These sessions offer very little interaction. The presenter will speak to concepts or ideas with supporting materials. Delegates may be invited to provide their perspectives or ask questions. The room setup for these sessions will be theatre style.

Moderate – These sessions offer some interaction between delegates and the presenter. Delegates will have several opportunities to provide their perspectives and ask questions either to the presenter, or amongst themselves. The room setup for these sessions will be banquet style or classroom. Presenters will indicate their choice in the form and all efforts will be made to respect choices.

Extensive – These sessions offer many opportunities for interaction between delegates, with support from the presenter. Delegates will be asked throughout the session to

offer their perspectives, ask questions and work together with support and prompts by the presenter. The room setup for these sessions will be banquet style.

If your presentation is designed to support learning within Catholic education, **minoritized/marginalized groups** or if there is physical interaction/participation, please include that in your description, along with information about the scope of the presentation (provincial, national, global). Be sure to include information about the intended audience.

Interactive workshop

Interactive workshops offer a forum for discussion of a topic related to at least one of the convention sub-themes. Workshops involve group-based activities such as discussion, brainstorming, sharing and mini-tutorials around key ideas. Interaction with and among participants can be facilitated in the room using traditional or digital methods.

Level of interaction: Extensive
Duration: 75 minutes in length.

Selection criteria:
The interactive workshop proposal should begin with a descriptive summary (maximum 150 words) that will serve as the session description in the program should the session be selected.

As well, a detailed 300-word maximum document describing the session is required.
This description should indicate
- the issue or question
- session objectives
- connection to at least one sub-theme
- perspectives to be included
- relevance for educational policy or practice and explanation of how the session will be organized.

Submit now using our Google form.

Symposium

A symposium provides an opportunity to examine a specific problem of practice, evidence-based strategy, research or topic that supports or informs school leadership. They may present alternative solutions, interpretations, or contrasting points of view on a specific subject, or in relation to a convention sub-theme. For example, authors may present abbreviated versions of their papers followed by comments/critique and audience discussion on how to apply the concepts in their leadership practice. The main purpose is to share information with delegates. Symposium must include a question and answer at the end.

Level of interaction: Limited
Duration: 75 minutes

Selection criteria:
The symposium proposal should begin with a descriptive summary (maximum 150 words) that will serve as the session description in the program should the session be selected.
As well, a detailed 300-word maximum document detailing the session is required.
This description should indicate
- the issue or question
- session objectives
- connection to at least one subtheme
- relevance for education policy or practice and
- explanation of how the session will be organized.

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Poster Session

Poster sessions combine the graphic display of materials with the opportunity for individualized, informal discussion of a project that informs practice from an evidence-based perspective. Individual presenters will set up displays in a large area with other presenters. The organizing committee will group the posters by theme. Poster sessions will run at the same time as other parallel sessions.

Level of interaction: Moderate

Once selected, delegates for the poster session will need to comply with the following poster guidelines:

- Size: recommended dimensions of poster are 0.60 m width x 0.85 m height
- Poster orientation: Portrait
- The title and the author's name and affiliation should appear at the top of the poster

- All the text and illustrations should be large enough to be viewed from a distance of more than one metre
- Figures and tables should be kept as simple as possible to easily communicate the main messages to viewers.

Posters should be set up to be visible for the full day. Presenters will be expected to be present at designated times

Selection criteria

The poster proposal should begin with a descriptive summary (maximum 75 words) that will serve as the poster description in the program should the poster be selected.

As well, a detailed 200-word maximum document describing the poster is required. This description should indicate

- the issue or question
- connection to at least one subtheme
- perspectives to be included and
- relevance for educational policy or practice.

Submit now using our Google form.

Carousel

Carousels are a hybrid of symposia and poster sessions. They are interactive and include several presentations related to a specific, common issue or topic related to at least one subtheme. Contributing participants will each briefly present their posters/product/work. Presentations can include emerging practice, innovation or research that contribute to leadership development. Then audience members will circulate to talk to the authors standing by their posters/product/work. The session will end with a facilitated plenary session.

Level of interaction: Extensive
Duration: Three 20-minute presentations followed by a 15-minute plenary for a total of 75 minutes.
Groups of presentations will be formed by the organizing committee based on commonality of issues.

Selection criteria:

The carousel proposal should begin with a descriptive summary (maximum 75 words) that will serve as the session description in the program should the session be selected.

As well, a detailed 200-word maximum document describing the session is required. This description should indicate

- the issue or question
- presentation objectives
- connection to at least one subtheme and
- relevance for educational policy or practice.

Pecha Kucha

Pecha Kucha (sessions are interactive and include several presentations related to a specific, common issue or topic related to at least one subtheme. In each session, participants are asked to present 20 slides for 20 seconds each. This means individuals have 400 seconds (just over 6 minutes) to present their topic. Presentations can include emerging practice, innovation or research that contribute to leadership development.

Level of interaction: Extensive
Duration: Each session will include a 5-minute question and answer period. Pecha Kucha sessions will have four presentations followed by a 15- to 30-minute informal plenary where delegates will be able to discuss with presenters. Groups of presentations will be formed by the organizing committee based on commonality of issues.

Once selected, delegates for the Pecha Kucha will need to comply with the following guidelines:

- 20 slides in PowerPoint and PDF
- Slides must be animated to change every 20 seconds automatically
- Slides must be submitted by July 14, 2022.

Selection criteria:
The Pecha Kucha proposal should begin with a descriptive summary (maximum 75 words) that will serve as the session description in the program should the session be selected.
As well, a 200-word maximum document describing the session is required. This description should indicate
- the issue or question
- presentation objectives
- connection to at least one subtheme and
- relevance for education policy or practice.

Need a little extra help?

Browse a few of our frequently asked questions which may provide some additional support.

How do I submit my presentation proposal?

Your proposal will be submitted through an **online form**.

In addition to providing an abstract of your session, be prepared to answer the following questions as part of the submission.

- Who is your intended audience?
- What level of prior knowledge and understanding of the content are participants expected to have?
- What is your preferred audience size?
- Are we able to Livestream your session?
- Are you interested in sharing any online resources related to your presentation with all delegates through our convention app and on the ICP website or host organization websites?
- Are you interested in having this session repeated at a different time during the convention?
- Which **sub-theme(s)** does your session best fit under?
- What is the primary language of your session?
- What type of session are you presenting?
- What is the level of interaction in your session?
- Information on yourself and other presenters (if applicable)

Do I have to be an ICP or partner organization member to submit?

No, you do not.

Is there a fee to submit?

No, there is no fee to submit.

Do I have to register and pay for the convention if my proposal is accepted?

Yes, you and anyone who will be presenting with you are required to register and pay the convention fee if your proposal accepted.

Are there different presentation room setups?

We will be using **three different room setup types: theatre, classroom and banquet**

The level of interaction will determine the setup of the room. If you have a preference, you can note that in your proposal. However, there is no guarantee that we will be able to offer a different setup than what is proposed for the session type.

Can I submit more than one proposal?
Yes, you may submit multiple proposals.

When do I need to complete my submission?
The deadline for submission is November 14, 2021 by 11:59 p.m. EST.

When will I find out if my proposal is accepted?
You will be notified by email by December 17, 2021 by 11:59 p.m. EST.

How will my proposal be evaluated?
All proposals will be reviewed by two members of the selection committee through a blind assessment. Volunteer assessors will be trained through a 60-minute Zoom session and will be provided with templates for scoring proposals using the criteria outlined below for the different types of sessions.

What is the likelihood my proposal will be accepted?
This depends on the number of applications we receive. We are looking to provide opportunities to as many presenters as possible. There will be five blocks of parallel sessions with up to 30 sessions per block.

Do I need to include all presenters at the time of the proposal submission?
Yes, you do.

Will I have to pay for travel and accommodations costs if my proposal is accepted?
Yes, you would be responsible to pay for travel and accommodations and, if applicable, arrange a **travel visa** if your proposal is accepted. We have arranged **room blocks at nearby hotels** at a discounted rate.

Will delegates select sessions during registration?
No, delegates will decide on the session to attend during the Convention and will not need to formally register for one.

Any additional questions concerning the call for proposals process can be addressed to event organizers by email at **icp2022@principals.ca**.