# **Call for Proposals Worksheet: Spring Teaching Conference 2024**

Please use this worksheet to prepare your proposal. You will not submit this document, but you can copy/paste your answers into the [form](https://forms.office.com/r/t8DfnSGVUr) when you are ready.

1. Name: \*
2. UNM email: \*
3. Proposed Session Type (Please carefully review the conference website for details on these session types.): \*

Workshop

Organized Panel Discussion

Individual Presentation

Poster Presentation

Roundtable

1. Panelist Names (These can be revised after acceptance, if need should arise.): \*
2. Session Title: \*
3. Session Outcomes: \*
4. Please share a session description including the following:

\*Brief overview of the key themes your presentation will explore.

\*1-2 implications of your work.

\*1-2 specific, actionable takeaways for participants.

\*Outline of the session activities, including a description of the types of guiding questions or interactions planned.

(Maximum 500 words) \*

1. Please indicate below whether you'd prefer to present in-person on April 3, or virtually (via Zoom) on April 4. (We will accommodate these requests to the best of our ability.) \*
2. Please provide a session description of no more than 100 words to be used for online program listing (should your proposal be accepted). \*
3. Please let us know if you consent to have your session recorded and available on the CTL website after the conference. Please note, your willingness to have your session recorded will have no positive or negative impact on your overall proposal. You can withdraw your consent at any point before, during, or after the conference. \*

I consent to have my session recorded and posted on the CTL website after the conference.

I **do not** consent to have my session recorded or posted on the CTL website after the conference.