MassCUE/M.A.S.S. 2019 Fall Conference

Call for Proposals Submission Guide

www.masscue.org

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Conference Overview:

MassCUE and M.A.S.S. 2019 Technology Conference
Gillette Stadium, Foxboro, MA
Wednesday, October 23rd & Thursday, October 24th, 2019

What We're Looking For:

We have multiple opportunities for you and your students to present at the conference. The MassCUE/M.A.S.S. Fall Technology Conference includes over 200 breakout sessions, a Playground and 2 student showcases (CUEKids and Global Education). Guidebook for Student Showcases will be posted separately. You may submit more than one proposal under each format. MassCUE membership is not required for submission or selection.

Guidelines for Breakout and Playground Submissions:

Content:

- Clearly stated learning objectives/results of session for attendees.
- Session title and description sound engaging for attendees.

Application:

- The material presented could be used in multiple academic disciplines and grade levels or demonstrates promising or emerging practices for specific subject area or grade level.

Educational Soundness:

- Abstract includes a clear, concise agenda for the session time.
- Session information includes best practices for implementation in a classroom setting.

Validity for Session Information:

- Topic is shown to be needed or successful through research or other published documentation.
- Topic is supported by research and is identified as an emerging trend in educational technology
- Presenter referred to research as part of the submission

Transference:

- Attendees will leave session inspired and easily able to apply the skills learned in the presentation.

Breakout Sessions

Session Proposal Deadline: **April 22, 2019**
Response from Selection Committee: **June 3, 2019**
Questions: Julie Kelley presenters@masscue.org
Special Note: **Students may not be presenters or co-presenters for our breakout sessions. Students participate in our student showcases only.**

Workshops are 55 minutes in length. Delivery format can be hands on, lecture, virtual presentations, panel or round-table discussions, however, we encourage the presentations to be hands-on. Preference will be given to proposals that are interactive.

Each session is allowed one presenter (at no charge) and one co-presenter ($75) only for the day of presentation. If an additional colleague would like to be part of the presentation than he/she will need to pay regular conference fee. Only one presenter and one co-presenter are allowed to submit an RFP.

Workshops must fit within the strands listed in the Appendix of this Guidebook and demonstrate how you are working to achieve one or more of these ideas in your classroom, school, or district.

Presentations in collaboration with vendors must be led by an educator who is currently using

the product or service in their district. The presentation may not be a demo of the product or service, rather it must show how you are using it in your practice.

Handouts or slides of your presentation must be posted in the conference mobile app (Crowd Compass) either ahead of time or immediately following the presentation. This will allow conference participants to have easy access to materials. The link will be sent to you from the conference team mid-summer.

Equipment: You must provide your own computer system and related peripherals. Each breakout room is equipped with either a projector and screen or wall mounted HDMI connected TV. Please bring speakers if you need them and any dongles you might need to connect to an HDMI projector if you have a MAC or other device. All breakout rooms will have a wired Internet connection for the presenter.

Playground

The playground is an opportunity to connect with educators as they share their favorite tools and resources. Visitors will learn about innovative technologies and resources that support learning and have time for discussions.

As a facilitator, you will provide a hands-on activity or short, informal talk about an aspect of your chosen topic. You may feature a resource, lesson, software or technology, or any combination thereof. You will have a small high-top table on which to display a laptop(s) (should you want to provide your own), or bring materials if you would like to have attendees create their own project.

The Conference Committee will review and respond to breakout session and playground submissions by June 3, 2019. If you have further questions, please email presenters@masscue.org and put MassCUE/M.A.S.S Technology Conference in the subject.

CUEKids
Session Proposal Deadline: **April 22, 2019**
Response from Selection Committee: **June 3, 2019**
Questions: Kim Zajac and Jen Skowronek
cuekids@masscue.org

MassCUE and M.A.S.S. invite students and teachers to educate attendees about the amazing learning that is occurring in schools throughout Massachusetts! We are excited to put your students in the driver's seat at our annual fall conference. CUEKids is a wonderful

way for students to teach others how to do projects they did in the classroom!

Think about projects you have done that fit digital age learning and teaching and tell us about it. Other educators love coming to the CUEkids area to see projects in action! We are looking for students to walk attendees through the process of their project. This might be showing teachers how to use apps and create lessons from them. Teachers might have an opportunity to learn to make a movie or use new software! It will also give educators ideas to try out in their own classrooms! If chosen, a classroom teacher, a co presenter, and a maximum of four students will be invited to present their risk-taking innovations at this year's fall conference! Parents of chosen students will also be included as our guests.

Teachers interested in sharing a student-generated project that emphasizes learning through technology are encouraged to submit a CUEkids session proposal. On Wednesday and Thursday conference attendees will have the opportunity to visit your CUEkids presentation (2 hours) to learn about the various projects and talk with students.

The format for the CUEkids presentation is as follows:

Each group will have an exhibit table that is approximately 3' X 6' but will not have a backboard. You may bring a backboard if you like, but it is not required. Student projects may be displayed on computers that they bring. (Power cords and wireless access is available.)

Once again, all grade 4-12 presenters will give a CUEKids Ignite session. The number of students presenting is up to the individual teacher's discretion. Presenters will have 2 minutes to share their passions in a continuous rapid-fire presentation! If your students are in grades K-3 the Ignite session will be optional. View the ignite session from last year's Student CUEByte Speaker, Sachi Badola, to see an example.

The deadline for submitting a showcase proposal is April 22nd, 2019. Notification of acceptance will be sent out to the primary contact by June 3rd, 2019.

Accompanied by their teacher or chaperone, student presenters may visit the vendor floor and playground areas before or after their presentation time window. This is an added opportunity for the students to take full advantage of this learning experience!

Questions, please contact the CUEkid coordinators, Kim Zajac and Jen Skowronek at cuekids@masscue.org.

Global Ed:
Session Proposal Deadline: **April 22, 2019**
Response from Selection Committee: **June 3, 2019**
Questions: Cathy Collins ccollins@masscue.org

As part of MassCUE's ongoing commitment to fostering global education through technology, we are hosting our fourth annual Global Education Student Showcase.
Submissions should incorporate effective use of technology to:
- Demonstrate how students are engaged in real world problem solving through global collaborative projects
- Examine the role of student interest in civic engagement and social justice topics
- Highlight the role of student voice in global learning
- Address fostering of leadership skills through global service learning
- Document student growth through international travel and exchange   programs
- Show teachers and students concrete examples of student-led projects
- Give overviews of tech tool(s), program(s) or organization(s) that support student involvement in global issues through technology

Ideas for presentations:
- Highlight model projects, programs, and organizations that directly involve student
- Identify tips, tools, and resources focusing on student involvement in global opportunities
- Provide diverse cultural perspectives developed through exchange and travel programs and/or global projects (ex. Video-conferencing with a school in the Middle East through "Global Nomads" program)
- Tell the story of global experiences (including student travel) that have impacted students

The format for the Global Ed presentation is as follows:

Each group will have an exhibit table that is approximately 3' X 6' but will not have a backboard. You may bring a backboard if you like, but it is not required. Student projects may be displayed on computers that they bring. (Power cords and wireless access is available.)

This year all grades 4-12 presenters will give a Global Ed Ignite session. The number of students presenting is up to the individual teacher's discretion. Presenters will have 2 minutes and 1 slide to share their passions in a continuous rapid-fire presentation! If your students are in grades K-3 this will be optional. View the ignite session from a former student CUEByte Speaker, Sachi Badola, to see an example. The deadline for submitting a showcase proposal is April 22nd, 2019. Notification of acceptance will be sent out to the primary contact by June 3rd, 2019.

Accompanied by their teacher or chaperone, student presenters may visit the vendor floor and playground areas before or after their presentation time window. This is an added opportunity for the students to take full advantage of this learning experience!

Questions, please contact the Global Ed Student Showcase Coordinator, Cathy Collins, at ccollins@masscue.org

Submission Process

- Visit the [Fall Conference website](#)
- Each RFP (Breakout Session, Playground, CUEKids, & Global Ed) has a unique submission link. Click the link for your proposal.
  - You will need to create a log-in. (BREAKOUT SESSIONS and PLAYGROUND)
  - Please use an email address that you check regularly. All correspondence related to your submission will be sent to the address you enter.
- Step 1: Enter the lead Presenter's Details (BREAKOUT SESSIONS and PLAYGROUND)
  - Fill out the Lead Presenter's contact information.
  - If you have a co-presenter, click the "add co-presenter" button to open the information for a co-presenters. Please remember that 1 presenter attends the day of the workshop at no cost, 1 co-presenter can attend for the day for $75, and any additional co-presenters pay full price. Additional co-presenters can be listed in the description, but not entered on the RFP. Students are not allowed to participate in Breakout Sessions or Playground.
- Step 2: Enter Your Submission Details (BREAKOUT SESSIONS and PLAYGROUND)
  - Workshop Title
  - Strands (BREAKOUT SESSIONS and PLAYGROUND)
    - Select from one of the 5 strands listed in the Appendix
      - Educator
      - Administrator
      - Information Technology
      - Inclusion & Special Education
      - Early Learning
  - Target Audience level (BREAKOUT SESSIONS ONLY)
    - Please enter ALL that apply:
      - Classroom Educator
      - Instructional Technology Specialist
      - Library/Media Specialist
      - Curriculum Director
      - Assistant Principal/Principal
      - Assistant Superintendent/Superintendent
      - Technology Director
      - IT Staff
      - School Committee Member
      - Other
  - Target Audience level (BREAKOUT SESSIONS ONLY)
    - Please enter ALL that apply:
      - All levels
      - Pre-K– Elementary

- o Intermediate/Middle/Junior High
- o High School
- o Post-Secondary
- o Pre-Service
- o Workshop Summary
  - ▪ Please submit no more than 300 characters (including spaces) . We reserve the right to edit or rewrite any description. The short summary will be included on the app and website.
- o Full Description
  - ▪ This is your full description to be used by the committee to evaluate your submission. Be sure to identify what participants will learn. Be detailed in the purpose and objectives of the workshop. Outline the content covered and the process for engaging participants fully.
- o File Upload
  - ▪ Optional. If you have a presentation already prepared, supporting documentation, agenda etc, you may upload it here.
- ● Review your Submission
  - o Submit.

Post Submission

You will immediately receive a confirmation email that we have received your submission**. Your proposal can be edited at any time until the submission deadline of April 22, 2019**. If your proposal is accepted, the MassCUE/M.A.S.S. Conference Committee will notify you by e-mail only. Registration for the first presenter is $0 for the day of the workshop. One co-presenter is $75. Registration includes continental breakfast, lunch, snacks, and admission to keynotes, workshops, and exhibit area.

Appendix

Strands for Presentation Submissions	
Educator	This strand offers sessions for tech savvy educators, curriculum designers, online educators, technology integration specialists, grant developers, professional development trainers and pre-service teachers. Educator presentations address how classrooms are using the technologies available to expand their learning environment beyond the classroom and engage all learners. Presentations will share engaging pedagogical methods, practical strategies to plan, integrate curriculum and manage technology in classrooms, including utilization of mobile devices, game based learning and digital tools to deliver curriculum and content fostering creative and critical thinking. Best practices shared will highlight effective teacher technology integration and just-in-time technology solutions that provide digital content, as well as instructional technologies and customizable learning materials. Presentations will address how online, flipped, blended, personalized and hybrid learning environments are used to promote high academic performance. This strand will feature ways to improve interactive communication, assessment, feedback, support, and content delivery whether it is synchronous or asynchronous.
Administrator	This Strand offers sessions dynamically designed for superintendents, assistant superintendents, district administrators, state education leaders, principals, media specialists, technologists, facilities management directors, finance directors and virtual school leadership. With today's rapidly evolving technologies, institutional pressures for accountability, and a challenging economy, education leaders are facing their most challenging operational environment to date. Presentations will focus on educational policy and the use of technology as a strategic tool for school improvement and transformation, including, state/federal technology policies and eRate, data driven decision making, how to make purchasing and budgeting decisions, facilities and financial management and the implications of product implementation and purchasing information. Additionally this strand will emphasize incorporating emergent technologies, nascent digital tools and technological resources to enhance education. These initiatives represent the most innovative thinking in the application of technology and technology strategy in education.
Information Technology	This strand is designed to meet the training needs of state and district chief information officers, information technology directors, technologists, technology

	integration specialists, web designers, IT staff, network administrators, and media specialists.

School and District level IT organizations today must effectively manage large-scale institutional technology programs and enterprise implementations. The institutional technology infrastructure is defining the institution. This strand gives attendees an opportunity to examine the technology infrastructure, networks, data administration, security and internet access that shape institutions. Presentations will focus on the use of technology infrastructure to support the management of information systems and support the learning environments such as desktop virtualization, implementation of 1 to 1 computing, solutions to bandwidth issues, implementation of wireless environments and the roll out of devices, services and information systems processes. Presentations in this track can also focus on campus safety and security as well as product research, purchasing and implementation at the school, district and state levels. |
| **Inclusion and Special Education** | This strand attracts visionaries in Special Education including district and school level special education directors, educators, technologists, and technology integration specialists.

This strand will explore the latest in assistive and instructional technology in special education. Sessions will introduce software and technologies in the areas of reading, writing, math, science, virtual worlds, art and music to support all students in a universal, differentiated core curriculum through a multi-tiered system of supports. Presentations will introduce educators to a range of assistive technologies and Universal Design for Learning tools that can increase academic achievement. Technology professionals and practitioners will provide guidance in matching technology solutions to student needs as well as share successful implementations of technologies in special education classrooms. |
| **Early Learning** | This strand is designed to educate preschool directors, curriculum designers, educators, child development researchers and early childhood school administrators who work in early learning facilities servicing children ages 3-6 years old and their families about the role of technology and learning.

When used with child development in mind, technologies and interactive media can effectively support early learning and development of young children and help families support their children's at home learning. This track will guide early childhood directors and educators as they make decisions about how and when to incorporate technology into their programs and will provide product and purchasing information for emerging devices and developmentally appropriate technology tools. Sessions in this strand will highlight ongoing research on technology and young children, share strategies of implementing digital |

	citizenship and equitable assess, as well as how to manage and utilize technology to communicate with colleagues, parents, students and the broader community.