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OLC Accelerate 2020 CFP Guidelines

The Online Learning Consortium Invites You to Submit. [Submit Now.](#)

In light of the ongoing difficulties with the COVID-19 pandemic, and understanding the uncertainties and challenges institutions are currently facing, we are relaunching our Call for Presentations for our fall OLC Accelerate 2020 conference with flexible presentation options that accommodate both onsite and virtual participation.

We invite you to submit a proposal for Accelerate 2020 – 20/20 Vision: Envisioning the Future of Online, Blended and Digital Learning. New for 2020, OLC is pleased to announce that presenters will have a choice to present onsite in Orlando, or in a virtual presenter to virtual audience format. Additionally, we have moved Discovery Sessions to a completely virtual format in order to accommodate for social distancing needs in this presentation format. OLC has also added a new and exciting session type, Lightning Talks, that allow presenters to share big ideas in a compressed time frame.

The OLC Program Committee seeks proposals that reflect and showcase our vibrant community of practice — promoting theory, research, methodology and/or applied effective practices in online, blended, and web-enhanced teaching and learning. Both research and evidence-based proposals are encouraged for submission.

Timeline of Important Dates:

- Proposals due by 11:59pm ET Monday, June 1, 2020
- Notification of acceptance by July 27, 2020
- Deadline for presenters to accept is August 17, 2020
- Deadline for presenters to register is September 23, 2020
- Final date for presenters to edit abstracts is September 23, 2020
- Final presentation upload date is Monday, November 2, 2020

Notifications are sent to all presenters listed on each submission. All submissions are sent notification emails, regardless of acceptance status. Please be sure to "whitelist" emails from the @onlinelearning-c.org domain. If you do not receive a notification email by July 29, please contact us at conference@onlinelearning-c.org.

For presenters submitting for onsite presentations, while the registration timelines remain, please know that if there is a government shutdown of large group gatherings this fall, the online program will be converted and added to the all-virtual program, with refund or credit (your choice) of the registration fee difference between onsite (Full Access Pass) and virtual (Full Virtual Pass). In this case, the presenter will also be allowed to fully cancel their registration for refund or credit should they choose not to participate in the all-virtual program. Our goal: to give you the confidence to submit your proposal to present and register for the conference, without the financial worry should the program change due to circumstances beyond our control. We are excited about the fall conference and meeting again, whether it is onsite in Orlando or online in the virtual program!

Essential Information

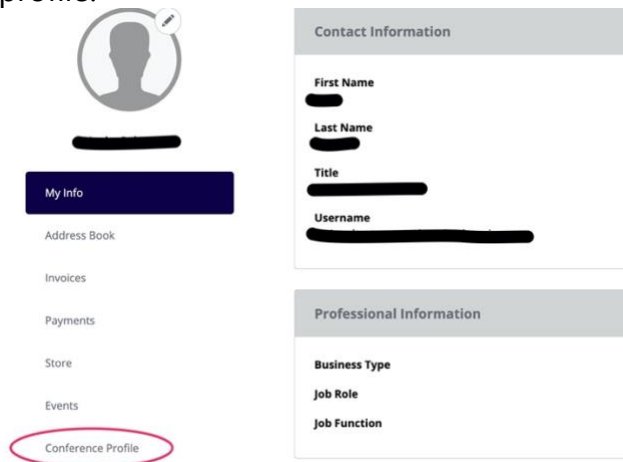
Be sure to read through all of the information before you submit your proposal. Ensuring alignment with submission requirements and guidelines will positively affect the quality of your proposal.

- Align submission to the session type as shown on the [Session Types and Details](#) page. Be sure to align your abstract with any special requirements outlined in the session type requirements.
- Also pay close attention to the Selection Criteria located on this page. Presentations are selected according to ratings in five major categories:
 - Relevance to the conference
 - Clarity
 - Audience Appeal
 - Interactivity (Active Engagement)
 - Alignment to Session Specific Criteria

* Presenters should include active engagement methodology during presentations to encourage audience/participants to ask questions

- Review the [Track Descriptions](#) to ensure your proposal aligns with the correct conference track. We have updated a number of the tracks for Accelerate 2020, so you will want to carefully review the track descriptions and keywords before you ensure you submit your proposal to the correct track.
- Review the [Submission Checklist](#) for proposal components, requirements and helpful tips.
- Review the [Presenter FAQs](#).
- Note that each individual is limited to no more than three (3) submissions, including the roles of presenter, co-presenter, panelist, or workshop facilitator.

Step 1: [Login or Create an OLC user account](#). You need to be logged in to your OLC user account in order to submit a proposal. Once you have logged in to your OLC user account, select “Conference Profile” from the left-hand sidebar menu. You will be directed to the OLC Conference Management System to submit your proposal and update your conference profile.



The screenshot shows a user profile management interface. On the left is a sidebar menu with items: My Info, Address Book, Invoices, Payments, Store, Events, and Conference Profile (circled in red). The main content area is divided into two sections: 'Contact Information' and 'Professional Information'. The 'Contact Information' section includes fields for First Name, Last Name, Title, and Username, all of which are redacted with black bars. The 'Professional Information' section includes fields for Business Type, Job Role, and Job Function, which are also redacted.

Step 2: Ask Co-presenters Ensure Their OLC Conference Profile is Complete. All additional co-presenters also need to have OLC conference user accounts and should be added to the proposal at the time of submission. Please keep in mind that once you have registered or submitted a paper, all conference-related information can be found here at the OLC Accelerate 2020 website.

Step 3. Navigate to the Conference Management System. Proceed to the conference management system, you will be able to submit a proposal by clicking on “OLC Accelerate 2020” in the top menu navigation within the CMS.

Step 4: Select the Correct Conference. Select “OLC Accelerate 2020 > Submit Proposal” to begin.

Step 5: Submit Your Proposal. Fill out the submission form.

Step 6: Fill out/Update Your OLC Conference Profile. When submitting, please include as much information as possible in your OLC conference profile, including your biography, a profile picture, and most current contact information. (*Note: Your conference profile is housed in the conference management system and is separate from your OLC user profile at this time.)

Step 7: Click “Save” to submit the submission form. Clicking save submits your proposal. Note: You may edit your proposal up until the submission deadline, after which all submissions are considered final.

OLC Accelerate 2020 CFP Track Descriptions

Review the conference tracks and program categories prior to submitting your proposal. [Submit Now](#).

Full Track Descriptions

Please review the following tracks and program categories listed below prior to submitting your proposal. Click on the (+) to expand each track to open a full description and guiding information for that track.

Both research and evidence-based proposals are encouraged for submission. Please align submission to the session type as shown on the [session detail](#) page.

Access, Equity, and Open Education

Submissions to this track should focus on addressing issues and solutions related to equity, access, diversity, and social justice in education including social and economic factors, culturally responsive teaching, anti-ism practices and pedagogy, LGBTQ+ issues, and more to ensure equitable outcomes and opportunities for all.

Topics in this track might include:

- Open ed, resources, and pedagogy
- Equity and Inclusion
- Initiatives, processes, policies, or efforts to increase access through learner services and support
- Topics and issues specific to unique student populations
- Inclusive curricula, learning climates, or instructional practices
- Universal Design for Learning
- Affordability and cost containment
- Access to technology and broadband
- Addressing access in times of emergency remote teaching
- Leadership and Advocacy

Blended (*New for 2020)

Submissions to this track should focus on blended course/program models and design(s), with an emphasis on research-based best practices, effectiveness, efficiencies, innovation, and scalability.

Topics in this track might include:

- Methods and resources for redesigning courses for the blended format
- Strategies for engaging students online to prepare them for face-to-face activities
- Discipline-specific approaches for blended courses/programs
- Non-traditional assessments that motivate and engage blended learners
- Intersections of flipped and blended approaches
- Microlearning models that support flipped classroom activities
- Teaching condensed or accelerated blended courses
- Research methods and theories of innovation in blended teaching and learning
- Faculty development, training, and support for blended teaching and learning
- Institutional practices, policies, and approaches to blended programming

Engaged and Effective Teaching and Learning

Submissions to this track should focus on explorations, new applications, and discoveries within the context of online and hybrid teaching and learning.

Topics in this track might include:

- Initiatives, processes, policies, or efforts that improve learning
- Approaches to professional development and support for faculty that help to improve teaching and learning
- Best practices and institutional expectations for facilitating teaching and learning
- Instructional strategies promoting engagement
- Practices supporting engaging classroom climate
- Promoting broadly engaged participation and discussion
- Classroom-based engagement activities
- Accelerated Online Strategies or Compressed Online Methods
- Lessons learned from planning for emergency remote instruction

Instructional Design (*New for 2020)

Submissions to this track should focus on the ID profession and its critical role in the design, development, and assessment of quality online, blended, and digital learning experiences.

Topics in this track might include:

- Instructional design and pedagogical/andragogical theory and practice models that support teaching and learning in the 21st Century
- Processes instructional designers follow to design and develop quality online courses.
- Learner-centered course design
- The changing role of the instructional designer
- Strategies that support rigor, outcomes, and alignment
- Approaches for designing quality courses, including course quality benchmarks
- Approaches to professional development and support for instructional designers
- Professional development models for course development team members (faculty, librarians, multimedia experts, and educational technologists)
- Designing for emergency remote Instruction and other crisis responses

Leadership and Institutional Strategies

Submissions to this track should focus on how leaders grow, build, and scale their institutions' blended (or hybrid), online, or distance programs using different strategies and leadership approaches.

Topics in this track might include:

- Organizational Leadership
- Crisis Management, Online Learning, & Institutional Leadership (e.g., COVID-19)
- Partnerships, collaborative models, vendor relationships, or cross-institutional teams
- Strategies to increase resources and opportunities to drive academic innovation
- Marketing, recruitment, and retention initiatives for the effective globalization of new or existing programs
- Planning, alignment, and increased quality of academic initiatives
- Engagement of key stakeholders around issues of change and growth
- Institutional approaches, strategies, or best practices for professional development and support
- Accountability approaches (i.e. certification, accreditation, regulation, SARA)
- Leading academic transformation

Research, Evaluation, and Learning Analytics

Submissions to this track should focus on formal research of completed or well-developed studies that relate to digital, online and/or blended learning or the collection and use of data for improvement or accountability in online and blended learning. Presenters submitting formal research are strongly encouraged to submit extended versions of original research papers to OLC's flagship journal, the Online Learning Journal.

Topics in this track might include:

- Data or learning analytics
- Challenge to quality research
- Application of theory and/or data to inform new directions in teaching and learning
- Evidence-based practices
- Research methodologies involving big data, business, intelligence, or data mining
- Interdisciplinary, country-specific, region-specific, or comparative studies on the effectiveness of blended, online, and digital learning initiatives
- Scholarship of Teaching and Learning (SoTL)

Technology and Future Trends

Submissions to this track should focus on emerging technology, digital innovations, and tools or technologies used within online, blended, and digital education.

Topics in this track might include:

- Adaptive learning
- Application or creation of best practices of synchronous or asynchronous environments
- Groundbreaking or innovative practices
- Application of technologies designed to improve learning effectiveness
- Exploration of technologies for increasing student engagement
- Tools that support the teaching and learning process
- Emerging technological trends that hold significant potential to impact learning, such as virtual reality or artificial intelligence
- Creative uses of technologies that transform the instructor/student dynamic
- Tools that support the process of providing custom learning experiences
- Successful implementations of custom and emerging technologies
- Innovations in instructional technology

OLC Accelerate 2020 CFP Session Types & Details

The session types and other information will be helpful as you shape your presentation submission. Submissions will be accepted until 11:59pm ET on June 1, 2020. [Submit Now](#).

Please review the details below before submitting your presentation proposal.

The session types are an important classification which guide the conference planning committee in the review and selection of proposals. Attendees also use this information to determine which session to attend during the actual conference. Detailed descriptions of each session type are provided below.

During the proposal submission process, you will be asked to identify which session type your presentation aligns with. Please be aware that selecting the incorrect session type may impact how your proposal is scored by the reviewers and possibly its likelihood of acceptance if incorrectly submitted.

Proposals that describe strategies for high levels of interactivity or engagement tend to receive higher peer review ratings during the Call For Proposals evaluation process. If you would like to explore strategies and technologies to support interactivity during your sessions, please visit the Presenter Services page. Coaching from Presenter Services is available to support you in meeting this goal.

All sessions are 45 minutes in length unless otherwise indicated.

Session Types

Carefully review the session type descriptions below before submitting a proposal.

1. Education Session (Traditional – Lecture or Interview)**

Education Sessions provide an opportunity for presenters to share their work, innovations, or new opportunities to the OLC community. The presenters are responsible for driving the conversation and encouraging deep thinking about a topic, sharing practical applications of their work, or providing new and varying perspectives. There are two primary formats for this session type: presentations and panel sessions. Although these are more traditional formats,

the presenters/panelists should strive to make the sessions as engaging as possible through polls, audience discussions, and other forms of interaction.

Note: When submitting the proposal, the names and affiliations of the presenters, moderator(s) and panelists are required to be included. Please do not include names or institutions in the abstract in order to keep the review process double-blind. All individuals (presenters, moderators, and panelists) will need OLC user accounts and must be listed as presenters on the proposal. (Presenters/panelists cannot be proposed as TBD.)

Key Features:

- 45 minutes total. Time allotments may vary but each session should include approximately 5 minutes for introductions, 35 minutes for the main presentation, and 5 minutes for questions.
- 1-4 individuals conducting the session (panel sessions must include a moderator).
- Presentation style is similar to a lecture, while a panel session is similar to an interview.
- Interactivity can range from simple to highly engaging. Uses strategies to engage the audience in active learning.
- Accompanied by a slide presentation (important for accessibility purposes and for virtual audience viewing should your session be selected to be live streamed) Please see the Presenter Services and/or IDEA (Inclusion, Diversity, Equity, and Advocacy) web page for more information.

**This session category includes Best-in-Track selections for award and Best-in-Track presentations sessions.

**Best-in-Track Sessions will have the opportunity to submit to the [Online Learning Journal](#) for publication.

2. Express Workshop (Exploration)

These sessions are designed to provide the attendees with an opportunity to explore a new skill, strategy, or technology. By offering practical, hands-on learning activities, participants are fully engaged in the learning process. Facilitators provide both group and 1-1 guidance as necessary during the session. Attendees should walk away from the session feeling as though they have acquired a new skill, have developed an action plan, or have gain significant insight into a new technology. Proposals **must include measurable outcomes** and activities.

Note: Presenters are responsible for providing all Express Workshop materials. Instructions for uploading materials will be provided to all accepted presenters. Presenters are also

responsible for ensuring all attendees can actively engage in the session. Please see the Presenter Services site for resources on making the session fully accessible.

Key Features:

- 45 minutes total; typically consists of 3-5 minutes of introductions, with the remaining time consisting of multiple explanations/demos and hands on activities.
- 1-3 presenters facilitating a hands-on learning experience.
- Presentation style is similar to an exploration in which the presenters engage the attendees in a “try it yourself” format.
- Interactivity is high. The entire session is focused on activity based learning.
- Facilitators are expected to provide any materials (instructions, worksheets, etc.) to ensure a successful session.
- Express Workshops are typically not selected for the live webcast program due to the group work and hands-on nature of activities.

3. Gamified Session (Interactive)

These sessions engage both the presenters and the attendees in a fun and unique OLC conference experience. Moving beyond traditional styles of presentations, attendees and presenters of this session type will have the ability to connect with the content and each other like never before. Presenters may draw upon well known games such as Jeopardy and Family Feud as example formats or inspiration. These sessions tend to draw large audiences, please be sure all attendees can be accommodated with the strategies used.

Key Features:

- 45 minutes total; typically includes 5-10 minutes of introductions and 35-40 minutes of presenters or audience competing to provide the most valuable information to the discussion. (Attendees should be able to ask questions during the session or additional time may need to be allotted at the end for Q&A.)
- 1-4 presenters facilitating highly active sessions with an emphasis on competition and interactivity.
- Presentation style can vary, but must include elements of game based learning.
- Interactivity is extremely high. Both presenters and attendees should be actively participating. Proposals must disclose the game format being used and how it will be implemented (Jeopardy, Family Feud, etc.).

4. Discovery Session (Online Conversation)

With social distancing concerns top of mind, we are going to try a new format for Discovery Sessions for Accelerate 2020. Discovery sessions will be fully virtual presentations that allow presenters to share their work, ideas, and innovations in a virtual presenter to virtual audience format. These sessions allow for a greater exchange of ideas and in-depth asynchronous conversations about important topics to the OLC community. These digital presentations can include works in progress, research ideas, collaboration opportunities, best practices and practical applications, or pilot projects.

Note: Each presenter will prepare a digital presentation and upload to VoiceThread. Each accepted presenter will register as a virtual attendee. If you are an onsite presenter, you can also present a Discovery Session in the virtual to virtual modality.

Key Features:

- An asynchronous opportunity for virtual presenter to virtual audience using VoiceThread.
- Allows opportunities for interaction using a presentation style that is conversational, sharing concise but impactful information in an online modality.
- Interactivity is personalized based on audience members visiting your VoiceThread presentation. Allows for deeper connections and more detailed discussions.

5. Graduate Student Discovery Session (Online Conversation)

Proposals may include works in progress or completed research results. Discovery Sessions provide an excellent opportunity to present your ideas to your peers in a community forum.

We seek submissions by students currently enrolled in or recently graduated (within one year) from a Graduate (Master or Doctoral) program whose research is relevant to online teaching and learning. The proposal submission must follow the guidelines of the OLC Accelerate 2020 conference sessions.

Be sure to review the detailed [Graduate Student Discovery Session page](#) before submitting your proposal.

Key Features:

- Typically 10-15 minutes of information sharing by the presenter, followed by discussion. (10-15 minute presentation is repeated 2-3 times over a 45 minute timeframe).
- 1-3 presenters engaging in meaningful conversations with attendees.

- Presentation style is conversational, sharing concise but impactful information.
- Interactivity is personalized based on audience members stopping by the presentation display. Allows for deeper connections and more detailed discussions.
- Presenters are expected to bring their own laptops and provide handouts. OLC will provide tables and power strips.

6. Workshop

Attendees should expect to be actively involved during Workshops.

Submissions for this session type should be interactive, 90-minute workshops that align with this year's tracks and should seek to offer a more in depth exploration and activation of a topic than a shorter, regular conference session would allow. Workshops should be designed with 2-4 meaningful and measurable participant learning outcomes (LOs) with opportunities explicitly outlined by the presenters showcasing collaborative and/or interactive group activities that will be used during the session to achieve stated learning goals. Interactive workshops that highlight effective practices are desired.

Proposals for workshops should clearly address the following questions for reviewers:

- What are the explicit participant learning outcomes for the workshop?
- What types of collaboration or interactivity will occur during the workshop with the instructor-participants and within the participant-to-participant group themselves? Please outline time allotments
- for any presentation vs. interactivity (i.e., 15 minute presentation; 65 minute interactive workshop; 10 minute Q & A).
- How will workshop participants be able to apply the effective practices shared in the workshop at their home institution?
- Who do you envision as the primary audience types who would get the most out of this session and why do you believe they will benefit?
- What activities, take-aways, and/or activities will your workshop participants engage in that make your workshop unique, innovative, and relevant to the OLC Accelerate 2020 themes and track you have selected?
- What materials are required for the presenters, and what materials are required of those in attendance? This must be clearly outlined within the proposal submission.

Presenters must provide an opportunity for questions, answers, and/or whole or small group discussion within the course of the workshop and must describe how this element will be used to best engage participants. Elements of the workshop may be flipped to extend the amount of time participants can engage with the workshop content. Sessions that offer the opportunity to earn a credential, badge, or certificate are encouraged.

Workshops are offered free to all participants on a first-come, first-served basis. Please note that computers are not provided for this or any session at OLC Accelerate; therefore, all sessions are designated as BYOD (Bring Your Own Device). Each presenter must bring his/her own laptop/device and must specify in advance what device and/or software requirements (i.e., mobile device or laptop required for participation, required apps for full participation) are expected of participants attending the workshop. The program committee reserves the right to change a workshop's proposed presentation type if another is deemed more appropriate for engagement and participation given its content.

Competition for workshop slots is highly competitive at Accelerate 2020. Please understand that you may be considered for an alternative format session instead of a workshop at the workshop chair's discretion.

7. Lightning Talk (Short Provocation)

These compressed, 15 minute sessions provide an opportunity for presenters to inspire and engage participants in thinking through compelling concepts and findings in a short amount of time. Each talk will be arranged in a series of 3 talks within a 45 minute session block, allowing attendees to make connections and extensions across each of the individual talks within the session block. Because of the focused length, these sessions are great for sharing a driving question or provocation that attendees can continue to reflect upon well beyond the talk.

Key Features:

- 15 minutes total. Time allotments may vary but each session should include approximately 1-2 minutes for introductions, 7-8 minutes for the main presentation, and 5 minutes for questions
- Ideally only 1 presenter conducting the session
- Presentation style is similar to a TED talk
- Interactivity tends to be simple, with very limited external technology due to the short time frame
- Accompanied by a concise slide presentation (important for accessibility purposes and for virtual audience viewing should your session be selected to be live streamed)
Please see the Presenter Services and/or our Equity & Inclusion web pages for more information.

1. Selection Criteria

The following rubric will be used to evaluate all proposals in the refereed proposal review process.

- Do the title and abstract clearly describe the session?
- Is the proposed topic timely and/or appropriate?
- What are the session outcomes?
- Will this session positively contribute to the conference and to the field?
- Are the format and session type selected for the presentation the most appropriate to the topic and format of the presentation?
- Is the session designed to be interactive and engage the audience?
- Are you sharing research data or assessment information during the session?
- Did you address the specific criteria outlined for each session type?

Specific Criteria:

Presenters should include active engagement methodology during presentations to encourage audience/participants to ask questions. The CFP ratings are based on the following major categories:

- Relevance to the conference
- Clarity
- Audience Appeal
- Interactivity (Active Engagement)
- Alignment to Session Specific Criteria

During the review process, reviewers are also asked to indicate whether or not your proposal meets [Effective Practice](#) criteria and would be a good candidate for EP submission. We encourage, but do not require, Effective Practice submissions from conference presenters. EP submissions from conference presenters will be eligible for [Effective Practice Awards](#) selection; awards will be presented onsite at the conference. With regard to effective practices, reviewers will consider proposals in light of this question:

- Does this proposal include all 5 of the following elements: innovation, replicability, impact, evidence and scope?

Acceptance

If your proposal is accepted, you will be asked to:

- Register for the conference and pay the published fees.
- Edit all materials used in your session.

- Transmit your PowerPoint Slides, Handout (PDF files), data charts, or other presentation materials to the conference repository by the deadline of November 2, 2020.
- Submissions to the Research Track may be eligible to submit their full research manuscript for consideration for the [OLC Online Learning Journal](#).

2. Timeline

- Proposals due by 11:59pm ET Monday, June 1, 2020
- Notification of acceptance by July 27, 2020
- Deadline for presenters to accept is August 17, 2020
- Deadline for presenters to register is September 23, 2020
- Final date for presenters to edit abstracts is September 23, 2020
- Final presentation upload date is Monday, November 2, 2020

3. AV & Media

Note: The following standard audiovisual equipment will be provided in each room: data projector equipped with an HDMI cable to accommodate both PC and Macintosh platforms, an Internet connection, and a screen (16:9 slide ratio). (Note: Presenters should plan to provide their own computer equipment or other specialized equipment). Microphones will be supplied as needed in larger rooms.

4. Presentation Repository

If your presentation is accepted, you are strongly encouraged to post it as link or a pdf or PowerPoint file to the presentation repository by November 2, 2020. Doing so is important for attendees as an accessibility consideration. The contributions will remain online as part of the conference materials after the conference. The conference management team will provide instructions on how to upload your file(s) to your session page after acceptance of proposals. Session abstracts and information about the presenters also will be included on the site.

5. Vendor Presentation Policy

Companies and vendors provide value to OLC Conferences through program presentations, exhibits and sponsorships. Vendors may submit presentations in any of the program tracks or presentation formats:

1. Academic Presentations:

- Vendors are encouraged to submit with an institutional lead partner, but any individual or group may submit papers to the traditional academic presentation track for presentation. Presentations must be non-commercial, and focus specifically on the track topics. Presentation content will be reviewed by the conference committee as part of the regular review process. Presentations must

contribute new knowledge to the field through the presentation of original research or applications. Presentations of an academic nature should be submitted through the call for papers system.

- Vendors will be limited to one proposal where they lead the presentation.

2. Industry Showcase Presentations:

- Industry Showcase presentations are established as part of the conference program schedule to allow sponsors/exhibitors to make presentations on their products and services during the conference.
- Industry Showcase presentations may include submissions to the CFP system that are moved from academic tracks in the CFP system to the Industry Showcase schedule at the recommendation of the Program co-chairs.
- Industry Showcase proposals from sponsors and exhibitors may be submitted through our Industry Showcase form as part of the sponsorship/exhibit process. Showcase proposals will be reviewed by the Senior Director, Conferences, and conference chairs for approval of content.
- National sponsors are guaranteed an Industry Showcase presentation slot. Remaining Industry Showcase slots are assigned to sponsors by level, then to exhibitors in the order exhibit contracts were received on a space-available basis.
- These sessions are distinctly marked as Industry Showcase presentations in conference materials including the program book, website and room signage.
- Conference program materials include language that these presentations should be expected to include some sales promotional language in them. These sessions are clearly marked as sessions that have not been peer-reviewed.

OLC Accelerate 2020 CFP Submission Checklist

Please review the following submission checklist before submitting your proposal. **Submissions will be accepted until 11:59pm ET on June 1, 2020.** [Submit Now.](#)

Please complete the steps listed below before submitting your proposal:

- [Login or register a user account with OLC.](#) You need to be logged in to your OLC user account in order to submit a proposal. Once you have logged in to your OLC user account, select "Conference Profile" from the left-hand sidebar menu. You will be directed to the OLC Conference Management System to submit your proposal and update your conference profile.
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- When registering, please include as much information as possible in your OLC conference user profile, including your biography, a profile picture, and most current contact information. All additional co-presenters also need to have OLC user accounts and should be added to the proposal at the time of submission. Please keep in mind that once you have registered or submitted a paper, all conference-related information can be found here at the OLC Accelerate 2020 website.
- After you login and proceed to the conference management system, you will be able to submit a proposal by clicking on "**OLC Accelerate 2020**" in the top menu navigation within the CMS.
- Note that each individual is limited to no more than three (3) submissions, including the roles of presenter, co-presenter, panelist, or workshop facilitator.

Please compile all of the following information listed below before submitting your proposal:

- **Title of Presentation** (limit of 120 characters): Please select a title that accurately describes your presentation content. Please use **title capitalization** for your proposal title.
- **Session Type:**
 - Education Session
 - Express Workshop
 - Gamified Session
 - Discovery Session
 - Graduate Student Discovery Session

- Workshop
- Lightning Talk
- **Program track:** Please select the track that most closely aligns with your proposal.
- **Keywords:** Using the “Keywords” field in the submission process, include relevant keywords. *Please use commas to separate your keywords.*
- **Short Abstract** (limit of 50 words) for inclusion in the conference website and mobile app listings
- **Extended Abstract** (up to 1500 words for inclusion in the conference website and mobile app). Please provide a longer description and goals of the presentation. The extended abstract should:
 - Be concisely written, accurate, self-contained, and coherent
 - Identify how you plan to engage the audience. This can be accomplished through a number of techniques including small group moments, interactive question and answers, audience contribution,
 - interactive handouts, games, partner exercises etc.
 - Use a clear and direct writing style with active voice rather than passive
 - Give a clear statement of what participants will learn from this presentation
 - List what materials—slides, handouts, web links—will be provided during the presentation, posted on the conference web site, or submitted to the conference proceedings
 - Give participants a good idea of the content and format of your presentation
 - Persuade the proposal reviewers and conference attendees that you are going to present something unique, valuable and engaging
 - For research presentations please include a brief, concise description of context, questions, methods, results, conclusions, and a discussion/interpretation.
 - Workshops should be designed with specific, identifiable learning outcomes with in-class opportunities to support collaborative and/or interactive group activities.
 - Gamified sessions should clearly identify the game-like format being used, the anticipated learning outcomes, and the intended plan for audience engagement during the session.
- **Who might benefit from the presentation?** Indicate institution type, audience level, and target audience for attendees:
 - Indicate Institution Type: K-12, Higher Ed, Industry, Government, Other
 - Indicate Audience Level: All, Expert, Intermediate, Novice
 - Indicate Special Session Designation: Does your intended session directly address the unique perspectives of the any of the following: Blended, Community College, HBCU, Research, Leadership, or Equity & Inclusion?

- Indicate Target Audience: Administrators, Design Thinkers, Faculty, Instructional Support, Students, Training Professionals, Technologists, Researchers, All Attendees, Other
- **Proposal Planning Template** (Auto-copy of google doc) Please use a copy of this google doc template for your own use in planning your proposal submission. Once you have your information gathered, it is easy to copy and paste into the fields in the OLC Conference Management System.
- **Proposal Planning Example** (View-only google doc) This is an example of how you can use the planning template to help you plan your proposal submission.

General Reminders:

- Please make sure you check your work for grammar, spelling, and punctuation. Since a broad audience will view your abstract you should spell out all acronyms. Also keep in mind that all information submitted through the online system will be used verbatim to generate the web agenda and any conference publications.
- Please make sure that your information is accurate and carefully edited. This includes information about you and your co-presenters.

Helpful Tips:

- Note: The following standard audiovisual equipment will be provided in each room: data projector equipped with an HDMI cable to accommodate both PC and Macintosh platforms, an Internet connection, and a screen (16:9 slide ratio). Note: Presenters are required to provide their own computer equipment or other specialized equipment.
- Become part of the OLC Community – register for your (free) user account on www.onlinelearningconsortium.org.
- **Please be sure to add conference@onlinelearning-c.org to your “safe-senders” list so you receive your notification as well as other important communications from the OLC Conference Team.**

Call for Graduate Student Discovery Session Call for Proposals

The Online Learning Consortium invites you to submit a proposal for OLC Accelerate 2020. Submissions will be accepted until 11:59pm ET on June 1, 2020. [Submit Now](#).

Graduate students (currently enrolled or who have received a masters or doctoral degree within the past year) are invited to submit **Discovery Session** proposals for works in progress or completed research. We seek proposals that reflect and showcase our vibrant community of practice — promoting theory, research and methodology, and practice in online teaching and learning.

Up to three graduate student proposals will be accepted, and selected presenters will be recognized at the conference Awards Ceremony.

Benefits of Attendance and Presentation at OLC

- Share research ideas/results
- Network with OLC experts & attendees
- Sharpen Communication Skills
- Receive Detailed Feedback from Experts in the Field

More about the Graduate Student Emerging Ideas Presentation Format

Proposals may include works in progress or completed research results. Discovery Sessions provide an excellent opportunity to present your ideas to your peers in a community forum.

Those presenting as a graduate student through this CFP process will receive a discounted registration rate of \$300, as well as a ticket to the awards ceremony. Submissions must be entered as the session type "Graduate Student Discovery Session" to be eligible for this reduced registration rate.

Please note that each presenter must bring their own laptop.

Submission Process

We seek submissions by students currently enrolled in or recently graduated (within one year) from a Graduate (Master or Doctoral) program whose research is relevant to online teaching and learning. The proposal submission must follow the [guidelines](#) of the OLC Accelerate

2020 conference sessions. Note that each individual is limited to no more than one proposal submission to the Graduate Student Discovery Session type.

Proposal Review Process

The following questions, in addition to the OLC Accelerate 2020 CFP [selection criteria](#), will guide evaluators in the proposal review process.

- Do the title and abstract clearly describe the presentation?
- Is the proposed topic timely and/or appropriate?
- Will this session positively contribute to the conference and to the field?

Timeline

- Proposals due by 11:59pm ET Monday, June 1, 2020
- Notification of acceptance by July 27, 2020
- Deadline for presenters to accept is August 17, 2020
- Deadline for presenters to register is September 23, 2020
- Final date for presenters to edit abstracts is September 23, 2020
- Final presentation upload date is Monday, November 2, 2020

For questions or additional assistance, email conference@onlinelearning-c.org.

OLC Accelerate 2020 Presenter FAQs

Please check below for the answers to frequently asked presenter questions. **The Submission deadline is 11:59pm ET on Wednesday, June 1, 2020.** [Submit Now.](#)

The following guidelines are meant to help you with your preparations to present at the conference. Should you have additional questions after reading these guidelines, please contact the OLC Conference Management Team at conference@onlinelearning-c.org.

Presenter FAQ

As a presenter, do I need to register for the conference?

Yes, all presenters are required to register in advance of the conference. Presenters must register and pay the registration fee no later than September 23, 2020 in order to avoid potential session cancelation. The registration fee table can be found on the registration page. Any presenter unable to register by September 23 should contact Christine Hinkley, Sr. Director of Conferences, at christine.hinkley@onlinelearning-c.org with a description of the issue and the time frame you expect it to be resolved within.

Will OLC cover any other conference-related expenses for presenters?

No, OLC does not cover any other conference-related expenses for presenters. As a non-profit, OLC is unable to provide assistance for travel or lodging expenses to presenters. Presenters are responsible for their own travel and lodging expenses, including all taxes and fees on said travel and lodging expenses.

When is the last possible date I can submit changes to my presentation information?

The final date presenters can submit edits to their abstracts or submit co-presenter information is September 23, 2020. Any changes submitted after that date will not be included in the printed Schedule at a Glance and may or may not be updated on the website and mobile app. Any changes to presenters, session descriptions, etc. must be submitted no later than September 23 to conference@onlinelearning-c.org.

Will my proposal be peer-reviewed?

Yes, all proposals go through a rigorous 3-phase review process. The first phase consists of a double-blind peer-review. The second phase is review and recommendation by the track

chairs. The third phase is final review by the conference and program chairs and the OLC conference team.

When will I be notified if my submission has been accepted?

Submission notifications are scheduled to be emailed **on July 27**. Notifications are sent to all authors on each submission. **Only the lead presenter should claim the session.** All submissions are sent notification emails, regardless of acceptance status. Please be sure to “whitelist” emails from the @onlinelearning-c.org domain. If you do not receive a notification email, please contact us at conference@onlinelearning-c.org.

Does OLC require a final paper submission?

No, OLC does not require a final paper submission. Your presentation is your final product. We require presenters to upload a final presentation by November 2, 2020 to the presenter’s session page so that it is available to conference attendees. Your presentation can be a link (ie. Prezi, SlideShare, VoiceThread, etc.) or a file upload (.pdf is recommended). This material, along with the full abstract and information about the authors, becomes part of the conference materials that remain on the website. You may also elect to submit a final paper (recommended for Research sessions), should you have one, for consideration for publication in OLC’s Online Learning Journal. These are the stated guidelines for the journal: papers should be full papers, which include scientific rigor and data. The results presented should clearly advance our field by providing new information. Papers that are purely anecdotal or have no research underlayment will not be considered for publication. Papers are typically 10 to 20 pages printed and conform to the guidelines for publication found at <https://onlinelearningconsortium.org/read/journals/>. All full paper submissions may be eligible for publication in the conference proceedings and/or special issue of the Online Learning Journal. These manuscripts must be original (not published or accepted in a journal or conference proceedings and currently not under consideration for publication elsewhere). Papers are blind reviewed.

Does OLC allow virtual presentations?

In light of the ongoing difficulties with the COVID-19 pandemic, and understanding the uncertainties and challenges institutions are currently facing, we are relaunching our Call for Presentations for our fall OLC Accelerate 2020 conference with flexible presentation options that accommodate both onsite and virtual participation. New for 2020, OLC is pleased to announce that presenters will have a choice to present onsite in Orlando, or in a virtual presenter to virtual audience format. Additionally, we have moved Discovery Sessions to a completely virtual format in order to accommodate for social distancing needs in this presentation format. Presenters must register for the conference – onsite presenters must register for the All Access Pass. Virtual only presenters must register for the Full Virtual Access Pass.

Does OLC provide laptops for presenters to use?

No, OLC does not provide laptops for presenters. Each room is equipped with an LCD projector, a wired Internet connection to the podium, laptop audio output capability, a podium and a screen (16:9 ratio). Computers are not provided. Each presenter must bring his own laptop. LCD projectors are installed with an HDMI cable to accommodate both PC and Macintosh systems. Make certain that your computer is properly configured and all the necessary plug-ins have been pre-loaded prior to your presentation. Be sure to bring the appropriate adapters as needed if your computer or device does not have an HDMI port. In addition, because of the idiosyncrasies of internet traffic, you should consider loading Web pages onto a flash drive rather than trying to call them up live. If you have technical questions or other A/V needs not mentioned above, please contact conference@onlinelearning-c.org.

What kind of connection is at the podium for presenters?

We will provide an HDMI connection at the podium for presentations. If your laptop does not have an HDMI output, we recommend you bring an adapter for your laptop depending on what ports your laptop has.

Does OLC have a special room rate at the hotel for conference presenters and attendees?

Yes, OLC has contracted for a special room rate at the Walt Disney World Swan and Dolphin Resort, where the conference will be held. Attendees of the conference must book their hotel room through the conference website no later than Friday, October 16, 2020 in order to receive discounted rates starting at \$228+ +* per night plus taxes and fees. The special conference rate also applies for three days prior to and three days after the conclusion of the conference. You will be able to make your hotel reservations using the reservations link on the [travel page](#).

How do I find out when I am scheduled to present?

The conference website will have a complete listing of sessions where you may find the date and time assigned for your presentation. After the schedule is published at the end of July, you may search for your presentation date/time/room assignment. You may search a number of ways – by track, by presentation type, date, etc. – to find your presentation. You can also use the Presenter tab to search by your last name. There are advanced search filters in the “Search” tab that allow you to search by keyword, date, session type, strand, audience, or special session type. Click on the link for your presentation and you will see the full description for your session. Please refer to the conference website if you are uncertain about your presentation type or length. It will be listed as part of your presentation description. Be sure to check back frequently as presentation rooms, dates, and times do change. We

recommend that you plan to stay through the end of the conference (Friday at 1pm ET) and make your travel arrangements accordingly.

Will my presentation be live streamed?

Certain sessions have been designated for live streaming from the conference for virtual attendee viewing. Please review the live streaming schedule to determine if your session has been designated for streaming. If so, at least one presenter from each streamed session must complete the presenter release form. Please note that the photo uploaded to your user profile will be used for the streamed session catalog. Beyond the release form, minimal additional preparation is required for live streamed presenters.

- We do ask that you use the microphone provided for your presentation as well as to repeat any questions you may be asked.
- Please do acknowledge your virtual audience and make sure that any activities you may plan for your session include an option for virtual attendees.
- You will have a session chair at your presentation to introduce your session as well as monitor questions during the broadcast from virtual attendees and present those to you on their behalf during Q & A. Your session chair may make contact with you prior to the start of the conference.
- All streamed sessions will be available on-demand post-conference to all onsite and virtual attendees for 1 year.
- If you have any questions regarding the streaming sessions, contact the conference management team at conference@onlinelearning-c.org. Please take a moment and look over these guidelines and documents if your presentation is scheduled to be streamed:
- [OLC Presenter Services – Streaming Presenter Considerations](#) – A useful guide to prepare the presenters
- [Presenter Best Practices](#) – A helpful video from Mediasite
- Mediasite Player – [Technical requirements](#) for the viewing audience
- [Mediasite Test Presentation](#) – Mediasite presentations will play with any major internet browser. Use the following links to ensure a successful playback experience.
- [Mediasite viewing requirements](#)

My presentation is going to be live streamed. How do I prepare?

Goals for Live Stream Sessions:

- [Presenter Considerations](#) – A useful guide to prepare the presenters.
- [Presenter Best Practices](#) – A helpful video from Mediasite

- Actively involve virtual attendees in the session so they feel as if they are participating in the conference.
- Create an open dialog between virtual attendees the session presenters and session participants.

Tips for Designing Your Live Streamed Session:

- Create and upload an online worksheet or handout so audience can take notes
- Be sure to upload your presentation and any additional materials so virtual attendees can access them quickly and easily
- Add the OLC-provided session evaluation reminder slide to the beginning of your slide deck
- Design with interaction in mind (Use interactive features (i.e. polling, Q&A, Twitter) at the beginning, middle and end interaction)
- Plan content in small segments that allow for discussion breaks or interactivity

Working with Your Session Chair:

- Arrive early to meet your Session Chair
- Agree on a signal indicating questions from the virtual audience
- Provide all necessary information to Session Chair (i.e. polling information) before session start
- Indicate if you want signals regarding time

Delivering an Interactive, Live Streamed Session

- Engage both audiences with your intro; ask questions, tell an interesting story
- Plan breaks for questions or comments; seek input from virtual audience; plan for a potential time delay in responses from virtual audience (could be up to 45 seconds based on upload and download speeds)
- Pay attention to signals from the Session Chair
- Repeat questions from in-room participants who do not use a microphone
- Be conscientious of wearing a microphone. Your mic will pick up any side commentary with co-presenters that the online audience can hear
- Save time at the end of the presentation for audience Q & A
- Provide contact information for post-session questions
- Thank both audiences for their participation

- Remind both onsite and virtual audience to please complete the session evaluation form (found on the session page via mobile app & conference website)

Will my presentation be evaluated?

Yes. Each session has a link on the website and in the mobile app that allows attendees to complete session evaluation forms online. We will provide a slide you should insert at the start and end of your presentation to encourage evaluations to be submitted by your session attendees. All session evaluations will be collected, tabulated by the conference management team, and the results sent to you in the weeks following the conference. Keynote presentations will have their evaluations gathered in the online post-conference survey.

Who would I ask if I needed technical help during my presentation?

Each session will have either a session chair or a hall monitor. All live streamed sessions will have session chairs, who will notify the AV manager if the presenter is having technical issues, introduce the presentation to the onsite and virtual audiences, monitor the live stream, and collect virtual attendee questions to pose to the presenter(s) during Q & A. Non-streamed sessions will have hall monitors, who will report technical issues to the AV manager.

May I bring hand-outs for my presentation?

Due to the number of presentations, we are unable to make photocopies of any presentation materials, either onsite or prior to the conference. We encourage you to post your presentation and any support materials to the conference proceedings repository. If you feel you must provide handouts during your presentation, we recommend bringing at least 35-50 copies. If there are extra handouts, you may bring them to the Registration Desk and they will be displayed for others to pick-up.

Do you provide flip charts in the presentation rooms?

No, OLC does not provide flipcharts for presenters to use in the presentation rooms except to workshop presenters on request. We recommend that you start a Google doc and project it as your "flip chart" and then share the doc with any participants who want access after your presentation.

What size slides should I prepare?

Breakout rooms will have screens that are set up for 16:9 presentations, but either 4:3 or 16:9 can be accommodated.

May I promote my session on Twitter?

Yes! Let's work together to create some buzz about your participation in this conference! Please promote your own presentation as well as the conference in general to your colleagues and social networks. The Twitter handle is @OLCToday; the hashtag for this conference is #OLCAccelerate. Feel free to create hashtag for your own presentation as well. Presenters may indicate a custom hashtag in the presentation claiming process. We also suggest you post hashtags at the start of your session and encourage attendees to use them.

What should I do when I arrive for the conference?

Check in and pick-up your name badge at the conference registration desk. Check the website to verify your session time/room. Last minute changes are always possible. We encourage you to come to early registration Tuesday 3-7pm.

How can I share my conference materials and be social (media) with my presentation?

It is becoming increasingly common for conference participants to document and disseminate the information shared in conference sessions through social media. We are requesting that you help them (and us) capture, credit, and amplify your message more effectively and accurately. Here are some best practices and ideas for your consideration.

- Include your Twitter handle and conference hashtag on each slide. If you do not have a Twitter handle, consider including one of a research partner or affiliated program or institution. Doing so benefits you in several ways. First, it provides session attendees with an easy way to give you credit for your ideas. Second, it allows you to monitor what attendees are tweeting about your session. If they quote you incorrectly, you have the opportunity to correct them or engage them in dialogue. Finally, by having the information on each slide, it automatically provides a source and context when participants take pictures of your slides – even if they fail to caption the pictures on social media.
- Be explicit (in advance) about things you don't want shared beyond the room. If there are just a few ideas within your talk that are sensitive in nature, just make that clear to your audience; live tweeters are even more likely to honor your wishes than the non-tweeting conference goer, because if they share something inappropriate you are more likely to find out!
- Consider publishing your slides to a digital slide sharing service. Many presenters across disciplines are beginning to publish their slides – either in advance or immediately after – to platforms such as www.slideshare.net. This allows attendees to revisit the presentation and reaches individuals who were unable to attend your session, thereby amplifying your message far beyond your session. If you choose to publish your slides, you can include the link in your session page instead of your final presentation file (due November 2).
- Use a microphone and repeat any audience questions into it. Some of these sessions are being live streamed; virtual attendees cannot hear you or questions if they are not spoken into a microphone.

How do I link or upload my presentation materials?

As lead presenter of a session at the conference, we urge you to upload or link to your presentation file and any additional supplemental files for your presentation. These materials will be available to onsite and virtual conference attendees on the OLC Accelerate 2020 website, linked on your session page. Providing your final presentation is essential to providing a quality conference experience for all attendees.

- Log into your OLC user account
- Select "Conference Profile" from the left-hand menu.
- Once in the Conference Management System, click on "My Sessions" in the upper right.
- Next to your session, click on the "Edit" link.
- Click on the "Upload Files" link for your session.

- Add your presentation url or upload your presentation file using the file browser. (If you are using PowerPoint, we recommend saving your ppt file as a PDF and uploading the smaller file-size PDF.)
- Scroll down and click "Save."

We ask for files to be uploaded by November 2, 2020. If you make changes to your presentation in the weeks leading up to the conference, you may upload a revised version of your presentation at any time by following the same steps outlined above.

Please check the [Presenter FAQ](#) page as updates and additional information is added as the conference approaches.