

Call for Proposals Online Form

NOTE: Proposals will be accepted until the deadline: May 1, 2019

1. **Log in or create an EasyChair account.** Keep track of your log-in information to be able to edit/create proposal.
2. **Select a track** relevant to your submission.
3. **Set up author(s).** Provide all of the information below for each author. If you are entering multiple proposals, you may also enter multiple authors.

Author(s) Information:

- First name, last name
- Email
- Country
- Organization
- Web page
- Check if corresponding author. Each author marked as a corresponding author will receive email messages from the system about this submission. There must be at least one corresponding author.

4. Add components of your proposal

- **Title**
- **Abstract** (not to exceed 300 words)
- **Keywords** - submit at least three key words, one per line, which would help people to find your session in the program. NOTE: Avoid using words from your session title.
- **Topics** - select topics relevant to your submission. Please note: while your proposal may be relevant for more than one topic, we ask that you limit your selection to only one topic per track.

5. Other Information and Files -

- **Select session format**
 - **Select intended primary audience**
 - **Select intended secondary audience**
 - **Select educational sector**
 - **Select whether you wish for your proposal to be considered for Open Praxis publication.** If you would like to be considered for inclusion in Open Praxis your extended narrative needs to have a minimum of 1,200 words and a maximum of 5,000 words (please see below for additional information).
- **Extended Narrative.** (750 – 1500 words) Upload PDF description of proposed topics or activities.

You are ready to SUBMIT!

When you submit your proposal, you will receive an automated confirmation email. If you do not hear from us, please contact us at conference@oeconsortium.org