

CALL FOR SESSIONS

Submission Deadline: August 19, 2024
October 23 – 25, 2024 | Washington, D.C.

ATE Projects and Centers are invited to submit proposals to conduct sessions as part of the agenda for the 2024 ATE Conference. The ATE Conference will take place on October 23-25, 2024, at the Omni Shoreham Hotel in Washington, D.C.

SESSION GUIDELINES AND CRITERIA

Session proposals should follow the criteria and guidelines outlined below. Where applicable, submissions in all tracks should demonstrate how the ATE community has successfully broadened impact through partnerships and collaboration with key stakeholders. Including internal and external stakeholders (e.g. college leadership, industry representatives, secondary or four-year college representatives, etc.) as presenters is strongly encouraged.

Sessions will be selected based on the ability of session leaders to:

- Share case studies, experiences, promising strategies, and lessons learned that demonstrate evidence-based project or center impact in one of the topic areas identified by the session tracks provided below.
- Focus on learning experiences and promising strategies that are common or relevant across disciplines and different project areas.
- Engage participants in interactive learning activities and provide take-away resources that can be used and/or implemented in their own work.
- Demonstrate collaboration among ATE Projects or Centers with strong preference given to session proposals that can speak to broadening impact and that involve more than one project or center in a presenting role.

SESSION TRACKS

Individuals proposing sessions for the 2024 ATE Conference are encouraged to submit under one of the following five tracks.

- **Track 1. Advancing Technological Education for Impact**
Examples of topics include: virtual teaching/learning strategies; AI; undergraduate research; competency-based learning; work-based learning; credit for prior work experience; alternative forms of credentials including micro-credentials; internships; apprenticeships; bridge programs; addressing emerging career fields/technologies; career pathways; professional and faculty development; leadership development; and mentoring programs.
- **Track 2. Engaging STEM Students for Success**
Examples of topics include: addressing diversity, equity, and inclusion gaps; strategies for recruiting and retaining underrepresented students; interactions with secondary school CTE programs; dual enrollment; career awareness/outreach; working with guidance counselors and career coaches; and direct student interaction with industry.
- **Track 3. Initiating & Maintaining Partnerships**
Examples of topics include: creating, maintaining, and leveraging partnerships with business and industry, college administrators, secondary schools, funders, local/state government, and/or the community; addressing workforce development needs through collaboration with business/industry; and outreach to external constituents.

PLEASE NOTE that submissions in response to this Call for Sessions should not be used as a venue to conduct a general report-out on grant activities. All Projects and Centers are expected to participate in "ATE Connects," which is a featured component of the conference agenda. ATE Connects provides an opportunity to engage in the general sharing of information, resources, and materials related to ATE projects and programs; network with participants; and explore the community. Signing up to host a conversation hub in ATE Connects is **SEPARATE** from this Call for Sessions process. For more information on ATE Connects, please see the [event website](#).

■ **Track 4. Conducting STEM Research & Evaluation**

Examples of topics include: strategies for conducting institutional and educational research; partnering with four-year colleges on student learning outcomes; strategies for assessment; strategies for capturing reliable impact data; and evaluation.

■ **Track 5. Sharing Proven Practices in Grant & Project Management**

Examples of topics in this category include: strategies for project and fiscal management; sustaining and scaling programs; preparing annual reports; and dealing effectively with unforeseen and/or unavoidable project changes.

SESSION FORMATS

Proposals submitted under the five conference tracks must follow one of the following formats.

Affinity Group Meetings

Session Length: 75 minutes

Maximum Number of Facilitators: 3

Scheduling: Proposals accepted will be scheduled as part of the pre-conference programming on Wednesday, October 23 from 10:15 – 11:30 a.m.

Affinity Group Meetings offer an informal opportunity for groups to meet and discuss issues relating to common interests, address challenges, and share transferable strategies and practices. Affinity Group Meetings can be used to gather the people you have been working with on a project, engage with potential new collaborators, explore topics that are crossing cutting and interdisciplinary, or conduct a deep dive on a singular area of focus including project planning and implementation. The floor is yours to stimulate discussion, and to make connections and contacts that you can take with you following the event to keep the momentum going.

Learning Labs

Session Length: 75 minutes

Maximum Number of Facilitators: 3

Scheduling: Proposals accepted will be scheduled as part of the pre-conference programming on Wednesday, October 23 from 3:15 – 4:30 p.m.

Learning Labs provide an opportunity for hands-on interactive training in a classroom-style format. Session leaders will engage attendees in immersive learning to experience an activity, lesson, or exercise using real tools and solutions. Labs are intended to be structured as bring-your-own-device sessions to allow attendees to try out new ideas on their own equipment—and to walk away with new information and concrete takeaways that carry the learning into practice.

Innovation Demos

Session Length: 30 minutes

Maximum Number of Presenters: 2

Scheduling: Proposals accepted will be scheduled as part of the main conference on Thursday, October 24 between 1:30 – 3:30 p.m.

Innovation Demos are formal presentations that show how to use or apply an innovative strategy, technology tool, or concept pertinent to strengthening STEM technician education. The proposal should describe how the presenter will walk attendees through a clear, step-by-step explanation of the strategy, concept, or tool; its strengths, and weaknesses; and how it can best be applied or implemented. Presenters should have proven practice on the strategies, concepts, or technology tools they are presenting and be able to share key take-aways.

Spotlight Sessions

Session Length: 45 minutes

Maximum Number of Presenters: 4

Scheduling: Proposals accepted will be scheduled as part of the main conference on Thursday, October 24 between 8:30 – 10:15 a.m. or on Friday, October 25 between 10:15 a.m. – Noon.

A Spotlight session is a facilitated panel presentation designed to pose and answer thought-provoking questions that address proven practices and lessons. Preference will be given to proposals that involve presenters who represent different projects, centers, and/or grant partners. Spotlight session proposals that focus solely on a general report-out of a project or center's activities will not be selected. Proposals should explain the overall context surrounding the anticipated panel discussion and identify the intended audience. Spotlight session proposals should also reflect the capacity to explore new ideas and questions as a means of making the session stimulating and meaningful for all participants.

Synergy Sessions

Session Length: 45 minutes

Maximum Number of Facilitators: 3 people

Scheduling: Proposals accepted will be scheduled as part of the main conference on Thursday, October 24 between 8:30 – 10:15 a.m. or on Friday, October 25 between 10:15 – Noon.

Synergy sessions are designed for participants that prefer a "Birds of a Feather"-style conversation to presentation, and offer a venue to network, share insights, and explore ways to collaborate around areas of similar interest. Synergy session leaders serve as facilitators of interactive, substantive discussions that share promising practices and lessons learned with members of the ATE community. Proposals should explain the overall context surrounding the anticipated discussion and clearly identify the intended audience. These sessions are best positioned for conversation versus presentation.

ATE Connects Countdowns

Session Length: 10 minutes

Maximum Number of Presenters: 1

Scheduling: Proposals accepted will take place in the exhibit hall as part of the ATE Connects sessions on Thursday, October 24 between 10:30 a.m. – 12:15 p.m. or 3:45 – 5:30 p.m.

ATE Connects *Countdowns* offer the opportunity to share information and count down your Top 10 (or less) best practices, technology trends, and/or lessons learned in advancing STEM technician education. Here is your chance to jump on a stage in the exhibit hall for these fun and fast-paced sessions. Each presenter is timed and has up to 10 minutes and 5 slides to share up to 10 trends, best practices, and/or lessons learned on topics that align with the conference tracks. Some examples could include (but are not limited to): Top 10 Ways to Use AI in the Classroom; Top 5 Strategies for Student Recruitment; Top 5 Lessons Learned for Partnering with Industry; Top 3 Emerging Technology Trends & How They Impact Your Students; Top 10 Lessons Learned with NSF Annual Reports, etc. A slide template will be provided, and presenters are required to upload their presentations prior to the conference.

Note: ATE Connects *Countdowns* are a new conference session offering set in the exhibit hall and incorporated during the main ATE Connects sessions. All Projects and Centers are expected to participate in "ATE Connects," which is a featured component of the conference agenda. Signing up to host a conversation hub in ATE Connects is a **SEPARATE** process from this Call for Sessions. For how to reserve a conversation hub in ATE Connects, see the event website.

AUDIO VISUAL

An LCD projector and data package (AV cart with necessary power cords) will be provided. Internet access is available upon request for Learning Labs and Innovation Demos. **Session presenters for all sessions, with the exception of "ATE Connects Countdowns," must bring their own laptops.**

SESSION COLLABORATION

AACC provides information on its conference website to assist ATE Projects and Centers with identifying potential session collaborators and similar projects—such as searching through [ATE Central](#) or the [NSF awards database](#). AACC reserves the right to identify similar session proposals and ask those submitting to work together on conducting a session, as well as to change the presentation type as needed to adhere to session guidelines.

HOW TO SUBMIT A SESSION PROPOSAL

Session proposals must be submitted online by the deadline of August 19, 2024, by going to the conference website:

www.ATEPIConference.com.

Required information for all session proposals includes:

- A. Submitting project or center grant number
- B. Submitting project or center grant title
- C. Contact information for all presenters/facilitators
- D. Session Title – limited to 70 characters
- E. Session Description/Program Abstract – limited to 600 characters
- F. Session Outline – An outline to include a session agenda, participant learning outcomes, discussion questions (if applicable), and any resources/materials that will be shared.
- G. Key Word/Audience Checklist – Indicate intended audience and key area of focus.

