

2019 ACET Conference Proposal Form

55nd Annual Conference

Email this completed form to call-for-presentations@acet.ecs.baylor.edu

1. **CLASSIFICATION OF YOUR PROPOSAL (Please check only one for each submission. Additional submissions are welcome.):**

|  |
| --- |
|  [ ]  Presentation (30 minutes) |
|  [ ]  Roundtable (30 minutes) |
| [ ]  Full Day Workshop (9:00 AM – 4:00 PM with break for lunch) |
| [ ]  Half Day Workshop (3 hours) |
| [ ]  Other, specify: |
|  |
| For Undergraduate Student Proposals, go to <http://acet.ecs.baylor.edu/2019Conference/StudentForm.docx>  |

1. **CHOOSE ONE:**

**Track 1:** [ ]  **Current and/or Next Generation Technology**

**Track 2:** [ ]  **Web Development**

**Track 3:** [ ]  **IT Pedagogy/Teaching**

**Track 4:** [ ]  **Other, please specify: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

1. **PRESENTATION SCHEDULE:**

We will attempt to allow each presenter their preference. However, keep in mind we cannot overload any particular day. Please indicate the preferred date(s):

 **No Preference:** [ ]  **1 November:** [ ]  **2 November:** [ ]

1. **PRESENTER INFORMATION:** (The name recorded as Lead Presenter will serve as contact for this presentation. All communication will be sent to this individual throughout the proposal and submission process. Add additional names as needed.)

|  |  |
| --- | --- |
| **Lead Presenter Name** |  |
|  College Affiliation |  |
|  E-mail Address |  |
|  Phone |  |
|  Graduate Student (yes/no) |  |
| **Second Presenter Name** |  |
|  College Affiliation |  |
|  E-Mail Addresses |  |
|  Phone |  |
|  Graduate Student (yes/no) |  |
| **Third Presenter Name** |  |
|  College Affiliation |  |
|  E-Mail Addresses |  |
|  Phone |  |
|  Graduate Student (yes/no) |  |

1. **EQUIPMENT NEEDED:**

Do you need Internet access for your presentation? \_\_\_ yes \_\_\_ no

Each presentation room will be equipped with a laptop connected to a projector.

1. Short biography of each presenter.
2. **INSTRUCTIONS:**  Provide information for Part A and Part B, below, for each proposal following the given style directions.

**Part A. Presentation Summary for Inclusion in the Program:**

The Summary should be typed in 12 point Arial with full justification, Title in bold with upper and lower case, author(s), summarize in 50 words or less, and entice attendance at your presentation:

**Title**

Author(s)

Summary

**Part B. Abstracts for Inclusion in the Conference Proceedings:**

The Abstract should be typed in 12 point, single spaced, Arial following the style indicated below. Please format your submitted abstract to contain a minimum of 100 and a maximum of 250 words. Abstracts which do not meet the requirements are not published.

**Title Centered in Bold**

Author(s), each with highest degree indicated

Affiliation(s)

E-mail address(es)

Type your abstract (See Paragraph settings.) with full justification, single spaced, and no additional space before or after paragraphs. There is one space between paragraphs and one space at end before the keywords.

**Keywords:** List a maximum of five keywords

**SAVE FILE Instructions:** After completing this FORM, save this file as:

LastName\_FirstInitial\_Proposal#

(Please note: use the first presenter/author’s name along with the number of the proposal but additional authors may be included at the end.)

**Please ensure all fields are complete and e-mail completed form to:**

call-for-presentations@abet.ecs.baylor.edu

**Any questions can be addressed to:**

call-for-presentations@abet.ecs.baylor.edu