

Call for Proposal Submission Information – 2023 FLE Summit

Link to Proposal Submission Form: <https://airtable.com/shrCNjwlmovUKIHGs>

Link to Summit Proposal Criteria: <https://www.ncfr.org/fle-2023>



Thank you for your interest in the 2023 Family Life Education Virtual Summit. Please use this checklist to gather the information you need to complete your proposal.

Proposal Due Date: March 30, 2023 | **Questions?** Email cfle@ncfr.org

Presenter(s) Information

- Presenter name, e-mail address, job title, current employer, highest degree earned, discipline (e.g., Family Science, Psychology), and relevant licenses or certifications
- Brief summary or bio sketch of your qualifications **OR** PDF of a brief resume or vitae (100 words max)
- Bio (for promotional use if selected; 50 words max)
- Headshot (for promotional use if selected; at least 1MB or 300 KB)
- Co-presenter full name(s) (if applicable) job title, employer, degrees and certification, and contact email address (*Only include information for people who will be presenting with you at the Summit – not co-authors*)
- Non-presenting co-authors who should receive recognition

Presentation Information

- Session title
- Session format: Presentation with time for Q & A **OR** Workshop with audience participation
- Description of activities used to encourage participation (100 words max)
- Length of Session: 30 minutes, 60 minutes, or 75 minutes
- Description of your session's content (150 words max)
- Description of how programs or concepts in your proposal have been implemented, such as the number of times implemented and what the results and responses have been. If your program/concept has not been implemented, describe its capacity for implementation (200 words max)
- Description of how your session contributes to improving the practice of Family Life Education (200 words max)
- 3 Session Objectives – Preferably SMART (Specific, Measurable, Attainable, Relevant, & Time-Bound) (100 words max)
- Category that best describes your session content based on the topics listed here: www.ncfr.org/fle-2023
- Indicate which of the 10 FLE content areas are most relevant to your session (2 max)
- Target audience for your presentation: community educators; higher education educators, human and family/social services providers, administrators, self-employed family life educators, students, or other
- Any additional information about your session that would be helpful to proposal reviewers (150 words max)
- At least 3 reliable & relevant resources that support the proposal, i.e., peer reviewed publications such as books, journal articles, text books, organizational websites (100 words max)

The fine print – You will be asked to agree to the following statements

Privacy statement: The Information provided will be used if it is necessary to 1) get in touch with you about your submission(s), 2) provide information to you about the Summit, 3) be included in promotion if the proposal is accepted. Your information will not be sold to a third party.

Declaration/Author(s) Will Attend: (1) I have read and agree to the requirements set forth in the 2023 FLE Summit Call for Proposals. (2) I agree that if my proposal is accepted my presentation materials will not include copyrighted music, audio recording, or other material. (3) If my proposal is accepted, I agree that at least one author of the proposal will attend the Summit to present and will register and pay the registration fee. I understand that all co-presenters who attend the Summit must register and pay for their registration.

Commercial Interests or Associations: You will be asked to indicate if the author(s) has any commercial interests or associations that might pose a conflict of interest regarding this submission.

Permission to Publish: You will be asked to give NCFR permission to reproduce the short description of your accepted proposal in NCFR publications or online for educational or promotional purposes: I/We give NCFR permission to record, live stream, and sell and disseminate audio and video materials of my/our presentation. NCFR shall be the sole owner of all rights, title, interest, and copyright in and to any audio/visual (A/V) recordings of the presentation. NCFR agrees to credit presenters by name and title in any recordings marketed by NCFR. I/We agree to assign and transfer to NCFR all rights, title, and interest in any and all A/V recordings made by NCFR of the presentation. I/We do not retain any rights to the recording made by NCFR of the presentation and NCFR shall have the right without limitation to hold, enforce, and register copyrights to the recordings of the presentation in the name of NCFR. I/We further agree to my/our session description being published on a website prior to the conference.