

# 3rd Annual CSU Conference on Community Based Teaching and Research: From Local to Global Perspectives

## Call for Proposals Guidelines for Submission

### Submission Deadline – Extended to November 19, 2007

All proposals must follow the format below:

1. Name of primary presenter (contact person)
2. Department
3. Institution
  - a. mailing address
  - b. phone
  - c. email
4. Additional presenters – The number of co-presenters for each session format is limited:  

Panel Discussion – up-to two additional presenters  
Round Table Discussion – no additional presenter  
Poster Session – no limitations on additional presenters

Please provide name, department, institution, address, phone, email

5. Title of presentation:
6. Please select a session format. (Every effort will be made to honor your selection; however, the conference committee may invite you to present in a different format.)  
 Panel Discussion  
 Round Table Discussion  
 Poster Session
7. Short Description (max: 100 words)
8. Select a descriptor that best represents your research. Check all that apply.
  - a. Student Learning Outcomes: \_\_\_\_\_
  - b. Community impact outcomes: \_\_\_\_\_
  - c. Specific community issue: \_\_\_\_\_  
Keywords: (e.g. at risk youth) \_\_\_\_\_
  - d. Research method enhancement: \_\_\_\_\_
  - e. Institution or program development: \_\_\_\_\_
  - f. International issue \_\_\_\_\_
  - g. Other: \_\_\_\_\_  
Keywords: \_\_\_\_\_
9. Describe how your presentation relates to research methods and results in local, regional, national, or international settings.
10. Describe 2-3 learning objectives for your presentation.
11. Describe your plan to encourage interaction. Please model exemplary teaching and learning practices. Poster presentations excluded.

12. Abstract (max: 600 words) Briefly describe your presentation. Please include a summary of the content, the significance or impact of the research, and the opportunities for future collaboration.
13. A/V needs – The Chancellor’s Office will provide a basic audio visual (AV) package for Saturday’s sessions. Additional AV needs beyond what is provided will be charged directly to the presenter. Please reference the session formats sections for information on AV equipment provided.

Please select the audio visual equipment needed for your presentation.

**Basic Package includes:**

- Chart Package, includes easel (Cost: \$0)
- LCD projector and Screen (Cost \$0)
- Laptop\* (Cost \$0)

\**Panel Sessions* - due to time constraints and number of presenters in a panel, presenters are asked to not use their personal laptops, but rather bring their presentations on a flash drive or pre-submit their presentations to the Chancellor’s Office prior to the Conference. More information will be available in January.

Poster Sessions:

- 6’ x 3’ table;  electrical connections (Cost \$0)

**Additional Audio Visual Needs:**

- Overhead Projector (Cost \$65)
- 8” TV Monitor (Cost \$65)
- VHS Player/Recorder (Cost \$75)
- DVD Player (Cost \$85.00)

Please indicate additional AV equipment needed that is not listed above. The conference organizers will contact you regarding availability and cost. Please note that internet access is not available.

If you cannot submit the proposal [electronically](#) or encounter technical difficulties, please contact Tarita Varner at [tvarner@calstate.edu](mailto:tvarner@calstate.edu) or 562-951-4770.

You should receive an automatic message indicating receipt of your proposal when submitted. If you do not receive this message, please contact Tarita Varner at [tvarner@calstate.edu](mailto:tvarner@calstate.edu) or 562-951-4770.

**Important Dates:**

- **November 19, 2007** – Proposals must be submitted by 5:00 P.M.
- **Mid-November 2007** – Online conference registration is available
- **Week of December 3, 2007** – Proposal acceptance notification

**Please Note:** All conference session facilitators are responsible for the appropriate conference registration fees, travel, and hotel expenses. Please be sure all co-presenters have this information and can be available to present at any time on Saturday, March 8, 2008.