UDL-IRN International Summit 2023
Submission Guide (Optional)

We recommend using this Proposal Submission Guide along with the Proposal Reviewer Rubric, to help plan your summit proposal prior to launching the online submission form. You may want to complete your responses in this document first, then copy and paste them into the online proposal.

Please note that the submission process has changed this year with updates made to the 2023 International Summit hybrid format. As this is our first ever fully hybrid event, we will be offering a variety of options for presentation styles and locations. Presenters will have the choice to present asynchronously, fully online, fully in-person, or hybrid (with both an in-person and online synchronous audience). **We ask that all presenters share their preference for presenting in-person or online within their proposal so that we can accommodate you.**

**THIS IS NOT THE SUBMISSION FORM. All proposals must be submitted online HERE**

Selection Criteria: For full description see rubric

- Rationale for the presentation
- Usefulness to practitioners and/or researchers or other stakeholders
- Measurable participant outcomes
- Evidence of the effectiveness of the practice or content presented
- Engaging, interactive presentation format
- Willingness to agree to conference requirements

**Proposal Time Allotment.** If you have prepared all of these materials, we estimate that this application will require 10 minutes to complete. We recommend you complete your responses using this document first, then complete the online proposal.

All proposals must be submitted online HERE.
Proposal Submission and Selection Process:

The program committee will select proposals for the 2023 UDL-IRN Summit based on this rubric and the degree that the presentation aligns to the UDL Summit Goals. Generally, presentations should add to the UDL implementation and research knowledge base, provide conference participants with useful methods, tools, or measures of quality and sustainable implementation, speak to innovation in UDL, and engage participants in an interactive format.

The Proposal:
The following information will be needed to complete the online proposal:

Part One: General Information for primary presenter/author (and each co-presenter)
- Email address
- Name (as you want it to appear on the program website)
- Position or title
- Name of organization/affiliation
- Cell phone number
- Full Contact Address
- Professional Experience (Brief 75-100 word bio that will be included on Summit website)
- Co-Presenter information including all of the above.

Part Two: Presentation Type
To provide for multiple means, the UDL Summit will feature presentations in the following formats. Presenters can choose to submit one or more presentations using these formats (please submit separate proposals for each presentation). All presenters are expected to provide multiple means within your presentation, including Closed Captioning on videos to meet accessibility standards (live sessions will have live captions). All sessions should go beyond building UDL awareness and focus on what it takes to systematically implement or research UDL at the organizational, school or classroom level. Please remember that your presentation will be delivered either asynchronously, fully online, fully in-person, or hybrid (with both an in-person and online synchronous audience), and the content should be adjusted accordingly.

UDL Talk:
A UDL “TED” style Talk should succinctly present field leading, ground breaking ideas or new findings relative to UDL implementation. A UDL Talk follows the format of the popular TED Talks. They are fast-paced, engaging presentations, limited to 18 minutes. Presenters should focus on “big ideas” and not create a traditional presentation. (To help you determine if you would like to present in this format see “Understanding UDL Talks” at the end of this document.) Those submitting a UDL Talk will participate in a virtual
meeting with an IRN member to discuss your individual topic prior to the event. These talks can be presented both synchronously and asynchronously as well as virtually or in-person.

**Breakout Sessions:**
Breakout sessions should focus on an implementation or research topic in more detail (e.g., timelines, start up logistics, stages of implementation, outcomes, essential classroom routines, implementation effects, research results, measurement tools, model lessons, innovation). Breakout session topics can build on your UDL Talk or present a separate implementation or research topic in more detail. Live breakout sessions are scheduled for 60 minutes in length while asynchronous session length varies depending on the topic. This 60 minutes may or not include time for activities, presentation, and Q&A. These talks can be presented both synchronously and asynchronously as well as virtually or in-person.

**Panel:**
Running similarly to a 60-minute breakout session, panels include a facilitator and 3-4 practitioners from the field to share a variety of perspectives on a topic related to UDL implementation, innovation, and research. These sessions (when live) should be interactive and allow for questions curated by the moderator, questions taken from the audience and/or social media. Live panels are scheduled for 60 minutes in length while asynchronous session length varies depending on the topic. You will have to select a moderator (NOT a panelist) for the panel or choose to have the UDL-IRN provide a moderator. Panels can be presented both synchronously and asynchronously as well as virtually or in-person.

**Interactive Poster Sessions:**
The Interactive Poster Session provides a unique opportunity to share your newly emerging ideas, current implementation or research progress, successes, and lessons learned in an engaging, interactive multimedia format. It’s an excellent way to network with a wide variety of people and to share your budding ideas in a conversational manner. These sessions are all done asynchronously using a variety of tools that best suit your presentation, including but not limited to curations of content, links to content, videos, slide decks, handouts, and/or research articles. The in-person sessions will be presented live on March 13th during our evening gathering.

**Interactive Sessions:**
Have a hands-on demonstration or great idea for sharing your UDL passion that doesn’t fit into a traditional presentation format? Different from a traditional presentation, an
Interactive Session presentation provides an opportunity for you and/or your team to interact with participants via a hands-on demonstration, playground or lab. Some examples include (but are not limited to):

- simulated UDL lesson or demonstration
- hands-on tool or strategy playground/open-house
- research center open-house
- virtual reality (VR) or augmentative reality (AR) lab
- maker-space demonstration
- STEM/STEAM Lab
- Literacy Lab

The opportunity to design an Interactive Session is only limited by your imagination. As with all Summit presentations, Interactive Sessions must have a direct link to the UDL Framework. Interactive sessions must be presented live and are scheduled for 60 minute blocks. They can be done both in-person and online.

**Type of presentation (see descriptions above)**
- UDL Talk
- Breakout Session
- Panel
- Interactive Poster Session
- Interactive Session

**Style of presentation**
- In-person only
- Online only
- Hybrid (in-person and live streamed to the online audience)
- I don't have a preference

**Would you prefer to present synchronously or asynchronously?**
- Asynchronous
- Synchronous
- I don't have a preference

**If selected to present in-person, would you also be willing to do a separate online presentation?**
- Yes
- No

**Part Three: Presentation Information**
- **Session title** (maximum 15 words)
- **Use 1-2 words to describe the topic of your presentation** (i.e. elementary education, UDL implementation, research, neuroscience, executive function, etc.)
• Brief Abstract of your session: (75-100 words). This will be the abstract used in the conference program. Please adhere to the word limit.

• Who is the best audience for this presentation? (Please limit to two)
  ○ Pre-K or Early Childhood Educators
  ○ K-12 Educators
  ○ K-12 Administrators
  ○ Professional Learning Providers
  ○ District and State Leaders
  ○ Teacher Educators
  ○ Higher Education
  ○ Education Technology Developers
  ○ Instructional Designers
  ○ Innovation
  ○ Researchers
  ○ Research in Mind, Brain, and Education
  ○ Other

• Presentation Style: Interactive, Lecture

• In what ways are you planning on engaging with the audience in the online format?

• Audience level of UDL expertise required: Novice, Intermediate, Expert

• If applicable, please select the UDL-IRN Special Interest Group(s) (SIG) with which you are affiliated. UDLHE Network, UDL Implementation SIG, UDL Assessment & Measurement SIG, UDL and Antiracism SIG, I am not affiliated with a UDL-IRN SIG

• Measurable participant outcomes and/or goals (2-4) List using numbers (1.) and paragraph breaks please. You may want to consider beginning each outcome with: At the end of this session participants will be able to...

• Description: Up to 500 words, or a hyperlink to a multimedia description or a link to a 2 to 3 minute video describing this presentation.

• Other supplemental materials (optional)

• Additional materials upload (optional)

Part Four: Agreements (Select agree or disagree for each statement)

• If selected to present, I am willing to provide a photo (headshot) for the schedule and website.

• If selected to present, I agree to allow the UDL-IRN to post materials from my session on the UDL-IRN website and other mediums to support conference participation.

• If selected to present, I understand best practice requires Closed Captioning of videos or narrative pop up describing what is being presented and that all digital materials will need to be made accessible. I will contact the UDL-IRN or CAST if I have any issues with this.
- I am willing to be videotaped and present via online streaming and video recording to reach a larger audience.