Tips for Submitting a Proposal

2021 AACTE Annual Meeting
February 2021
Holmes Programming

OVERVIEW & PURPOSE

This document will serve as a quick guide and resource to help you prepare your proposal and presentation for the 2021 Annual Meeting. These tips are helpful suggestions that we hope you use as you embark on presenting your research.

Roundtable

1. Engage your audience with a concise description of your research.
2. Consider subtopics for your discussion and bring questions to start the conversation.
3. Prepare references.
4. Review results and significant publications related to the topic of discussion.
5. Maintain an open-mind, think critically, and prepare to receive feedback to improve your research project. Click here for other helpful tips.

Job Panel

1. Know your data and make connections to other topics in your field.
2. Ensure slides are simple, visually appealing, and well-organized.
3. Practice makes progress. Do not underestimate the value of practicing.
4. Situate your presentation by discussing the “why” of your topic.
5. Do not get stuck on mistakes or remain stationary in one spot. Do explain technical terms, implications, and your future research plan(s). Here’s a step-by-step virtual guide.

3 Minute Thesis Talk

1. Be concise and creative in your slide. No heavy text is necessary.
2. Deliver a message to your audience with your slide which adds to your presentation.
3. Find a rhythm as you practice and work through your presentation. Change the tone of your voice for emphasis.
4. Be mindful of your body language and maintain good eye contact.
5. Record yourself to improve the delivery of the presentation. Here’s a real example.

Poster Session

1. Follow specific recommendations for poster size and font display. Use the conventional layout.
2. Try PowerPoint, Inkscape, or Gimp to create the presentation. Click here for a video.
3. Think outside the box. All posters are welcome: research, conceptual, and literature review.
4. Know your topic well. Individualize your feedback to the audience when asked questions.
5. Use the space wisely and incorporate graphs, images, and figures (rather than too much text). White space works well and helps with readability.
Dissertation Funding Competition

1. Start with the guidelines to ensure you meet basic eligibility requirements.
2. Discuss the “why” and significance of your project.
3. Have an action plan (i.e. budget) for project related expenses.
4. Prepare for the competition like you would prepare for a defense.
5. Utilize good presentation skills such as those depicted in this video.