

GUIDELINES FOR eLA SPEAKERS – HOW TO SUBMIT A PROPOSAL

What makes a proposal and conference contribution innovative and engaging?

DESCRIPTION OF YOUR PROPOSAL

When describing your proposal, please provide a description that is as concise, clear, methodical and relevant as possible and keep the following criteria in mind.

- Be clearly grounded in context and relevant for African realities
- Provide conceptual clarity and supported by clear reasoning
- Be useful for African practitioners, policymakers, researchers and prospective partners
- Forge relationships and partnerships
- Open up new possibilities for positive change
- Be focused on the broader goals to improve innovation, access, quality and equity of learning in Africa

Evaluators and participants will rely on these details, so please be descriptive and make sure:

- Your proposal is **interactive** – well-received sessions have deep learning objectives wrapped in an engaging and inviting package to encourage fellow participants to explore the topic.
- It is **inspirational and thought-provoking** – participants attending the event appreciate contributions that inspire and stimulate thinking and prompt discussion and debate
- The challenge/problem it addresses proves to be an **innovative** approach, method or solution
- The learning outcomes proposed will be clear take-aways and useful for participants in their working environments

SPECIFIC CASES

- If your proposal aims to share **academic research**, please include appropriate references.
- If you are submitting a proposal about a **tool/ application/service or course**, please describe the tool, application, service or course you wish to demonstrate. Please note that in the case of tools, applications and services, the purpose of these sessions is to highlight pre-market developments and that preference will be given to those most likely to be of interest to our audience. Indicate clearly:
 - what are the drivers for the development of the tool, application or service proposed,
 - how and where can it be used and
 - its state of market readiness.

- Please note that those who wish to promote market ready and commercial products should take advantage of the exhibition opportunities available. Please contact us for more information via: marketing@elearning-africa.com

Co-Presenter Policy

Under almost all circumstances, presentations may only be given by one speaker. For reasons of time and cohesiveness, joint presentations are highly discouraged and are not viewed favourably in the review process and are only approved in rare and exceptional circumstances.

If knowing the policy above, you intend to include co-presenter, please explain your reason in a concise way.

Individual Speaking/Organising Proposal

When you submit your proposal, please make sure that the person submitting the application and the proposed main speaker/organiser are the same person and that the proposal submitter be the one who will be attending the conference and presenting to the conference audience.

If the person submitting the application and the proposed main speaker/organiser are different people, please make sure you provide all the details on the person who will be attending the conference and speaking/organising in front of the conference audience.

Any changes in proposed speakers/organisers have to be agreed upon by the conference organisers.

Visual Samples and Materials

Examples of visual materials can offer a fuller picture of a proposal and speakers are encouraged to include samples of these items. Materials can include 2 or 3 sample slides of the proposed PowerPoint presentation, worksheets or handouts to be included in the presentation or other visual materials related to the proposal content. On the second page of this form, after the submission has been accepted, there will be the option to upload up to three items that support the content described above (Materials should not to exceed 1 MB, and can be provided in formats .ppt, .jpg, .pdf, .bmp, .tiff, .doc, .odt).

Costs

Direct costs associated with pre-conference events, such as room rental, food and beverages for attendees, technical equipment and interpretation (if required), may, in some cases, need to be covered by the organisation hosting/organising the workshop.

In most cases, pre-conference event costs are required to be covered by the hosting organisation if the main intention of the event is a dissemination activity and/or is to provide a platform to promote an organisation's/a project's objectives.

Please confirm below that you are willing to cover these costs, should the need arise.

Yes, the individual/organisation submitting the pre-conference event proposal is willing to cover the direct costs (such as room rental, food and beverages for attendees, technical equipment and interpretation, if required) of the proposed event.

Onsite Requirements

All conference rooms for the main conference days are equipped with a laptop, data projector/beamer, a projection screen and a sound system.

In case additional equipment/materials will be needed, please explain why.

Terms and Conditions

- **All conference speakers are requested to ensure sufficient funds to pay for their flight, their accommodation and their registration fee. I confirm that I am aware that I need to ensure sufficient funding to support my travel, accommodation and registration fee should my proposal be accepted.**
- **Please note that each speaker of the submission must be registered to attend the full conference for the presentation to be included in the conference programme.**

- **Registration instructions and further details regarding registration and participation fee will be provided to accepted speakers during the acceptance process. ***