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. Keep the following criteria in mind:

- **Contextual Relevance:** Clearly grounded in context and relevant to African realities.
- **Conceptual Clarity:** Supported by clear reasoning and conceptual clarity.
- **Practical Usefulness:** Useful for African practitioners, policymakers, researchers, and prospective partners.
- **Relationship Building:** Forge relationships and partnerships.
- **Positive Change:** Open up new possibilities for positive change.
- **Broader Goals:** Focus on improving innovation, access, quality, and equity of learning in Africa.

Evaluators and participants will rely on these details, so please ensure your proposal is:

- **Interactive:** Well-received sessions have deep learning objectives wrapped in an engaging and inviting package to encourage participants to explore the topic.
- **Inspirational:** Contributions that inspire, stimulate thinking, and prompt discussion and debate are highly valued.
- **Innovative:** Address challenges/problems with innovative approaches, methods, or solutions.
- **Clear Learning Outcomes:** Provide clear takeaways that are useful for participants in their working environments.

Specific Cases

- ❖ **Academic Research:** If sharing academic research, include appropriate references.
- ❖ **Tools/Applications/Services/Courses:** If submitting a proposal about a tool, application, service, or course, describe it in detail. Highlight pre-market developments, and indicate:
  - ➢ The drivers for the development.
  - ➢ How and where it can be used.
  - ➢ Its state of market readiness.

- ❖ **Commercial Products:** Those wishing to promote market-ready and commercial products should contact us about exhibition space and/or partner options. Contact **marketing@elearning-africa.com** for more information.

Co-Presenter Policy

Presentations are generally given by one speaker. Joint presentations are discouraged and rarely approved. If a co-presenter is necessary, explain the reason concisely.

Main Speaker and Proposal Submission Guidelines

Individual Speaking Proposal

Ensure the person submitting the proposal is the same as the main speaker/organiser. If different, provide all details of the main speaker/organiser. Any changes must be agreed upon by the conference organisers.

Visual Samples, Materials and Links

Including visual materials can enhance your proposal. Including visual materials can enhance your proposal. These can include sample slides, worksheets, handouts, or other relevant materials related to the proposal content. On the second page of this form, you will find the option to upload up to three items that support the content described above (Materials should not exceed 1 MB, and can be provided in formats .ppt, .jpg, .pdf, .bmp, .tiff, .doc, .odt).

If possible, it is highly recommended to include links related to your proposal (please make sure that the links work).

Video

Including a short introduction video, or past speaking videos of the speaker is highly recommended. You can add a youtube & or drive link in the external material section.

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 (depending on the room size). In case additional equipment/materials are needed, please explain why.

Terms and Conditions

Each speaker must be registered to attend the full conference for the presentation to be included in the programme.