

## 2019 MAE Conference: Evaluators' Toolkit

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### BREAKOUT/IGNITE SESSION

Please submit all proposals through the online form found at: [maeeval.org/events](http://maeeval.org/events). The information below is what is required to submit a proposal.

#### **Lead Presenter/Co-Presenter 1/Co-Presenter 2:**

- Name, Organization/Entity, Email, Contact Number, Short Biography (100 words or less)

#### **Session Title (10 words or less):**

*Titles will appear in conference promotional materials, on the MAE website and in the conference program.*

#### **Session Format (check one):**

*Presentations span 60 minutes while IGNITE span 15 minutes*

- Presentation: Lecture, Workshop, Demonstration, Case Study
- Ignite Session

#### **Target Audience (check one):**

- Beginner, Intermediate, Advanced

#### **Session Objectives:**

*Please list three or four specific objectives/learning outcomes for your session (i.e., what knowledge and/or skills will participants gain?).*

#### **Session Description (500 words or less):**

*Please include a brief overview of your session, the techniques and tools you will highlight, and any takeaways attendees should anticipate from participating in the session. This description will be used as part of the proposal review process.*

#### **Session Summary (50 words or less):**

*Provide a summary of your session, to be used in conference promotional materials, the MAE website and the conference program.*

#### **Bibliography: (Minimum of 1 – required for our Social Work CEU application)**

- At least one reference (current within the last 5 years) must be provided for each presentation and poster.
- References must be listed in the APA format.
- References must be from a peer reviewed book or journal.

#### **Audio-Visuals**

All main session rooms will be equipped with a laptop computer, projector and screen. Any additional requests can be sent with submission.

Additional Audio-Visual Needs: