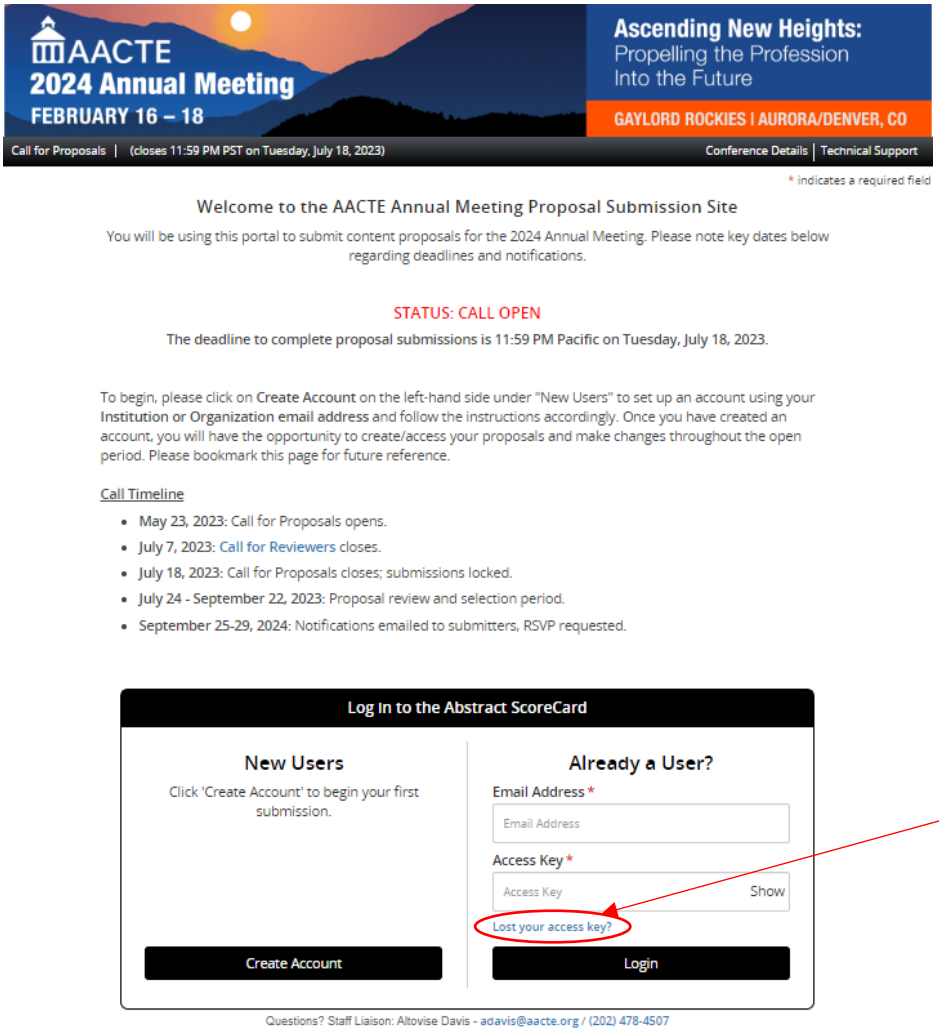
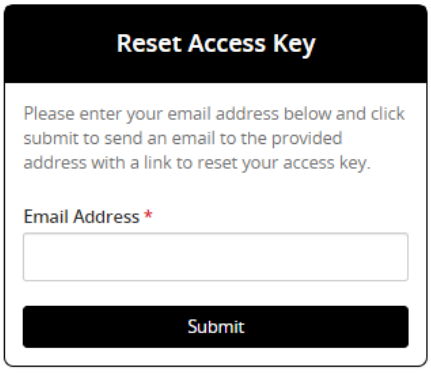
AACTE is utilizing a new platform known as Cadmium Abstract Scorecard to collect proposal submissions for the 2024 Annual Meeting. Please reference the instructions below to successfully navigate the online portal. You may contact Al Davis at adavis@aacte.org should you require assistance.



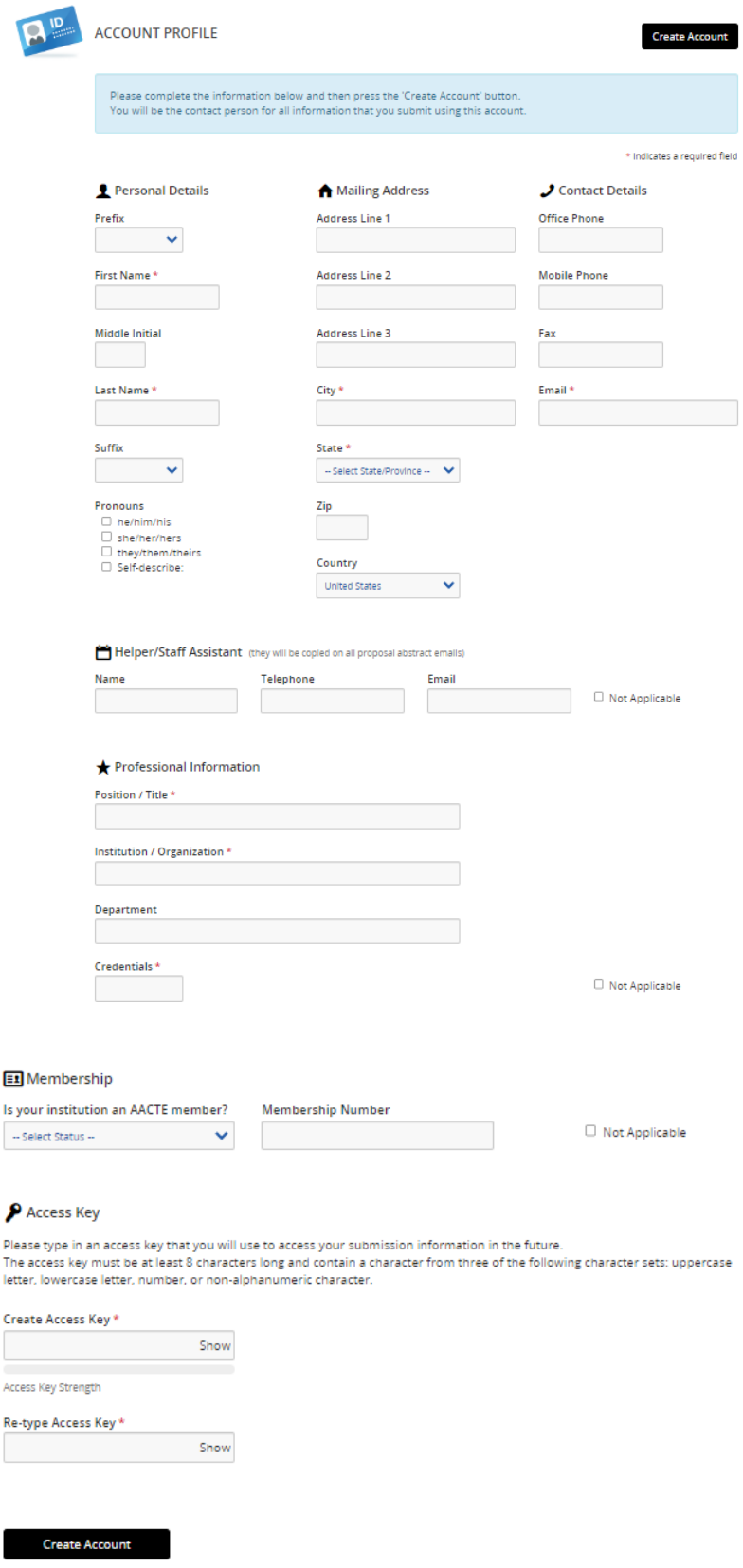


Log in Page

For all submissions, you must log into the Cadmium Abstract Scorecard module at https://www.abstractscorecard.com/cfp/submit/login.asp?EventKey=QNFPWQUI

Please bookmark this page within your internet browser for easy access.

- All submitters MUST create a new user account to submit for this year's conference.
- Please create your account by clicking on "Create Account" under New Users.
- Please use your **Institution/Organization email address** when creating your account.
- If you forget your access key (password), please click on “Lost your access key?” under Already a User.
- A popup window will display for you to reset your access key by entering the **Institution/Organization email address used to set up your account.**



Account Profile

To create an account, you will need to enter your contact information.

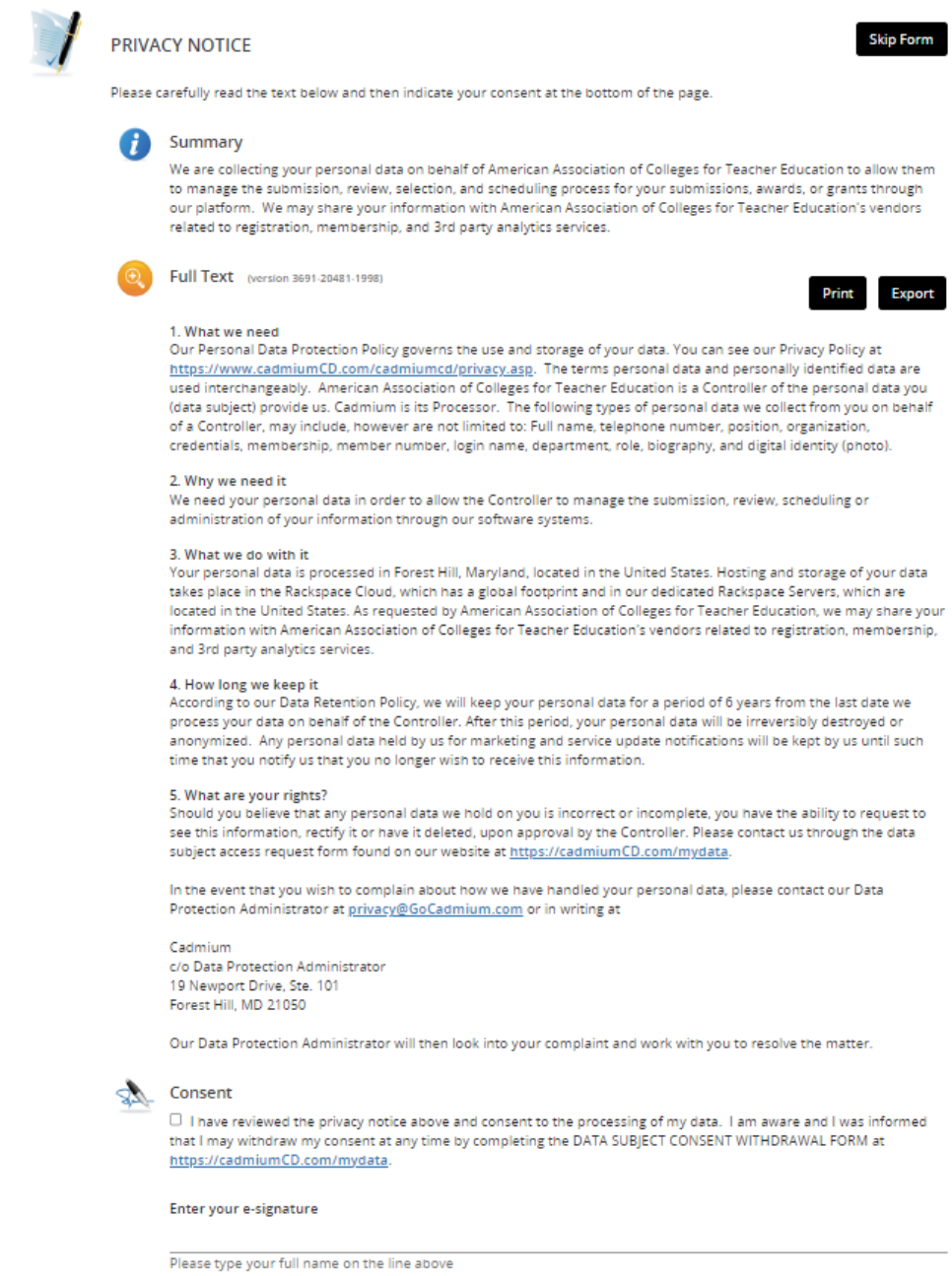
*An * indicates a required field that you will need to complete.*

- **Staff Assistant** will be copied on all proposal abstract emails generated within the system.
- Please use your **Institution/Organization email address** when creating your account.
- You may enter a Google, Yahoo, etc. account within the Secondary Email should you wish.
- If you forget your access key (password), please click on "Lost your access key?" under Already a User on the Login Page

Access Key:
Please type in an access key that you will use to access your submission information in the future.

The access key must be:

- At least 8 characters long
- Contain a character from three of the following character sets:
  - Uppercase letter,
  - Lowercase letter,
  - Number,
  - Or non-alphanumeric character



PRIVACY NOTICE

Skip Form

Please carefully read the text below and then indicate your consent at the bottom of the page.

Summary

We are collecting your personal data on behalf of American Association of Colleges for Teacher Education to allow them to manage the submission, review, selection, and scheduling process for your submissions, awards, or grants through our platform. We may share your information with American Association of Colleges for Teacher Education's vendors related to registration, membership, and 3rd party analytics services.

Full Text (version 3691-20481-1998)

Print Export

1. What we need
Our Personal Data Protection Policy governs the use and storage of your data. You can see our Privacy Policy at https://www.cadmiumCD.com/cadmiumcd/privacy.asp. The terms personal data and personally identified data are used interchangeably. American Association of Colleges for Teacher Education is a Controller of the personal data you (data subject) provide us. Cadmium is its Processor. The following types of personal data we collect from you on behalf of a Controller, may include, however are not limited to: Full name, telephone number, position, organization, credentials, membership, member number, login name, department, role, biography, and digital identity (photo).

2. Why we need it
We need your personal data in order to allow the Controller to manage the submission, review, scheduling or administration of your information through our software systems.

3. What we do with it
Your personal data is processed in Forest Hill, Maryland, located in the United States. Hosting and storage of your data takes place in the Rackspace Cloud, which has a global footprint and in our dedicated Rackspace Servers, which are located in the United States. As requested by American Association of Colleges for Teacher Education, we may share your information with American Association of Colleges for Teacher Education's vendors related to registration, membership, and 3rd party analytics services.

4. How long we keep it
According to our Data Retention Policy, we will keep your personal data for a period of 6 years from the last date we process your data on behalf of the Controller. After this period, your personal data will be irreversibly destroyed or anonymized. Any personal data held by us for marketing and service update notifications will be kept by us until such time that you notify us that you no longer wish to receive this information.

5. What are your rights?
Should you believe that any personal data we hold on you is incorrect or incomplete, you have the ability to request to see this information, rectify it or have it deleted, upon approval by the Controller. Please contact us through the data subject access request form found on our website at https://cadmiumCD.com/mydata.

In the event that you wish to complain about how we have handled your personal data, please contact our Data Protection Administrator at privacy@GoCadmium.com or in writing at

Cadmium
c/o Data Protection Administrator
19 Newport Drive, Ste. 101
Forest Hill, MD 21050

Our Data Protection Administrator will then look into your complaint and work with you to resolve the matter.

Consent

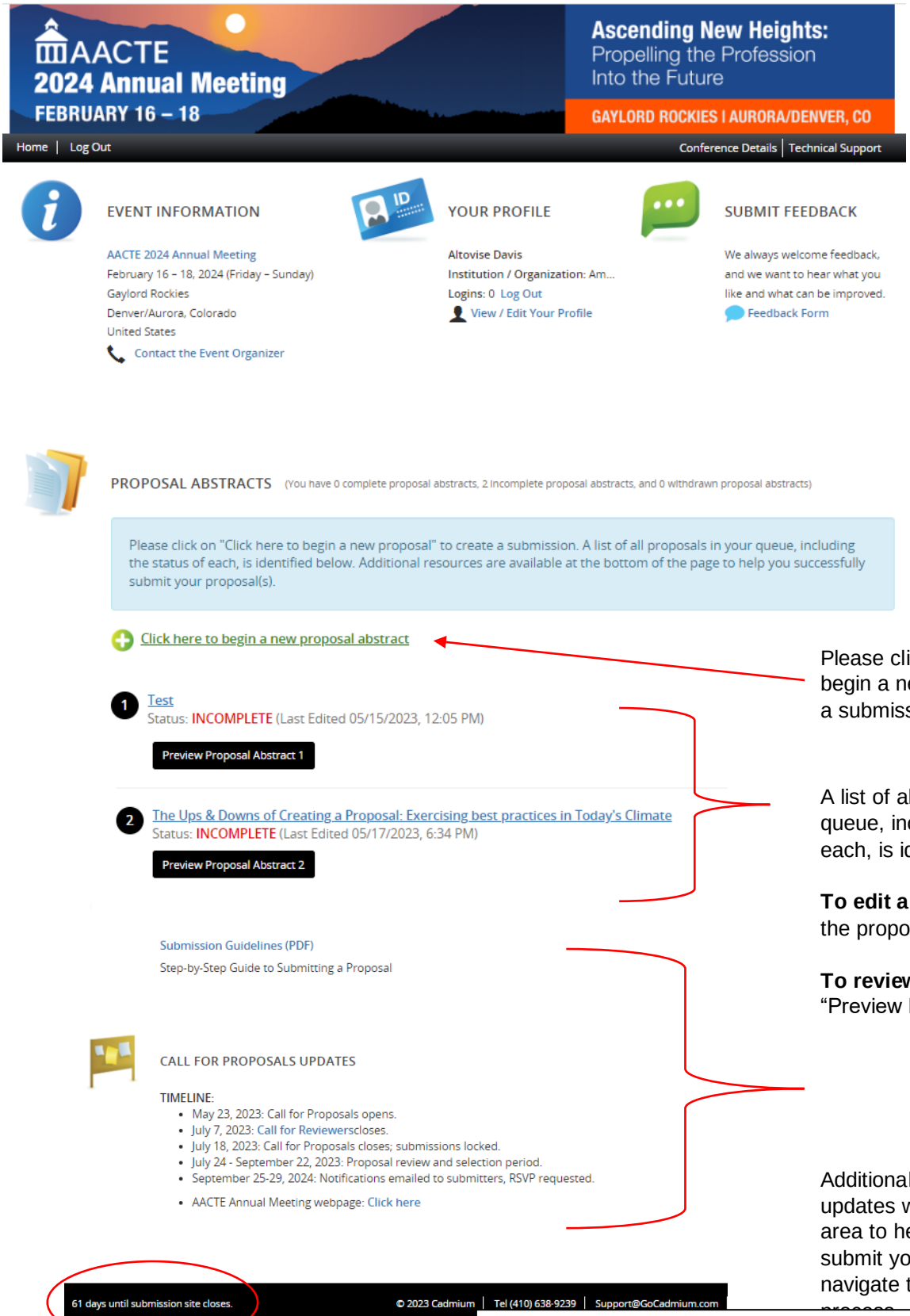
☐ I have reviewed the privacy notice above and consent to the processing of my data. I am aware and I was informed that I may withdraw my consent at any time by completing the DATA SUBJECT CONSENT WITHDRAWAL FORM at https://cadmiumCD.com/mydata.

Enter your e-signature

Please type your full name on the line above

Privacy Notice

Please carefully read the Privacy Notice and indicate your consent at the bottom of the page. You may print or export this content by clicking on the appropriate button on the page.



Please click on "Click here to begin a new proposal" to create a submission.

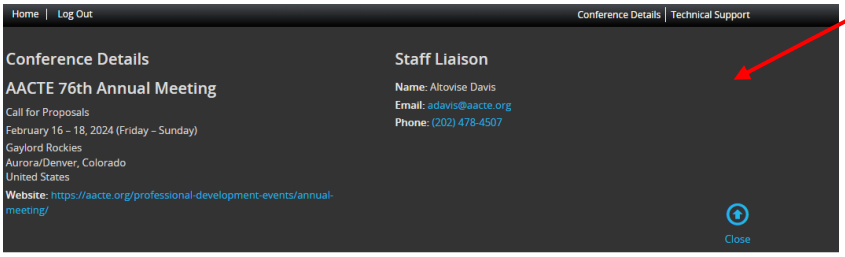
A list of all proposals in your queue, including the status of each, is identified below.

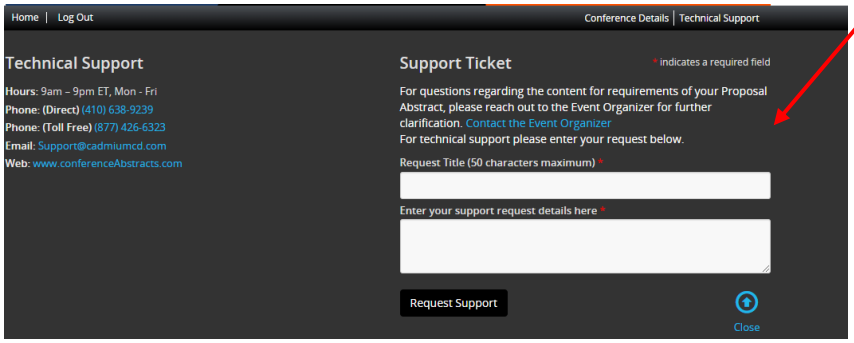
To edit a proposal: Click on the proposal title.

To review a proposal: Click on "Preview Proposal Abstract #".

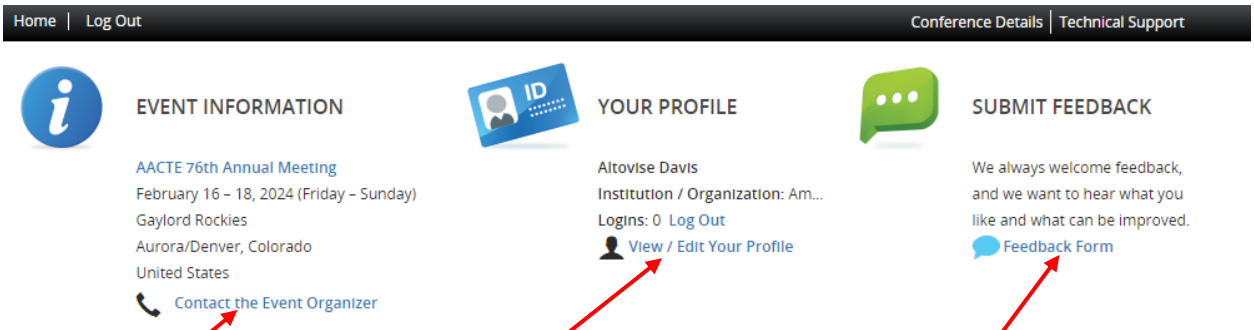
Additional resources and updates will be posted in this area to help you successfully submit your proposal(s) and navigate the call for proposal process.

Countdown to when the submission site closes. **The deadline to complete proposal submissions is 11:59 PM Pacific on Tuesday, July 18, 2023.**





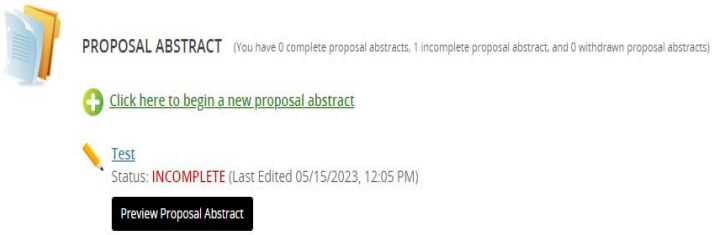
For technical problems, please click on the Technical Support link to complete a Support Ticket or you may contact support by phone. A representative will be happy to assist you during the indicated hours of operation.



Click this link to contact AACTE staff liaison.

Click this link to view or update your contact information.

Click this link to provide general feedback on your experience with the new platform.



Proposal Abstract

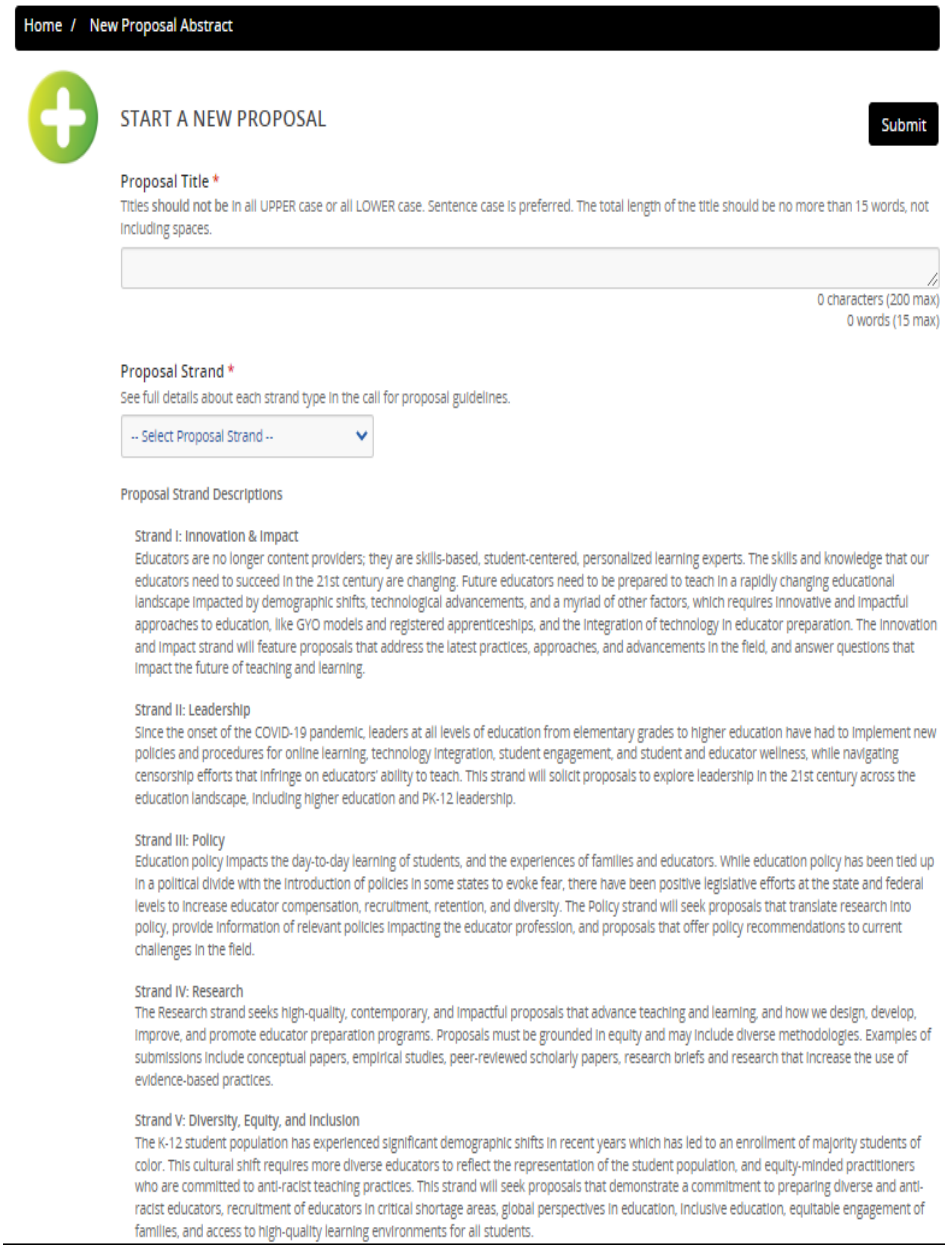
What you need prior to entering the system:

- Your Name, Address, Phone Number, Position/Title, Company
- List of Co-Presenter Names, Emails, Positions, Organizations, Credentials (if applicable)
- Abstract Title
- Abstract
- Biography

Please review the abstract information and word counts for each field and read the submission guidelines available within the platform and on the AACTE Annual Meeting website page prior to submitting.

Remember to hit "Save" after completing each task.

Once you enter all information and correctly submit, you will receive a confirmation email that we received your submission.



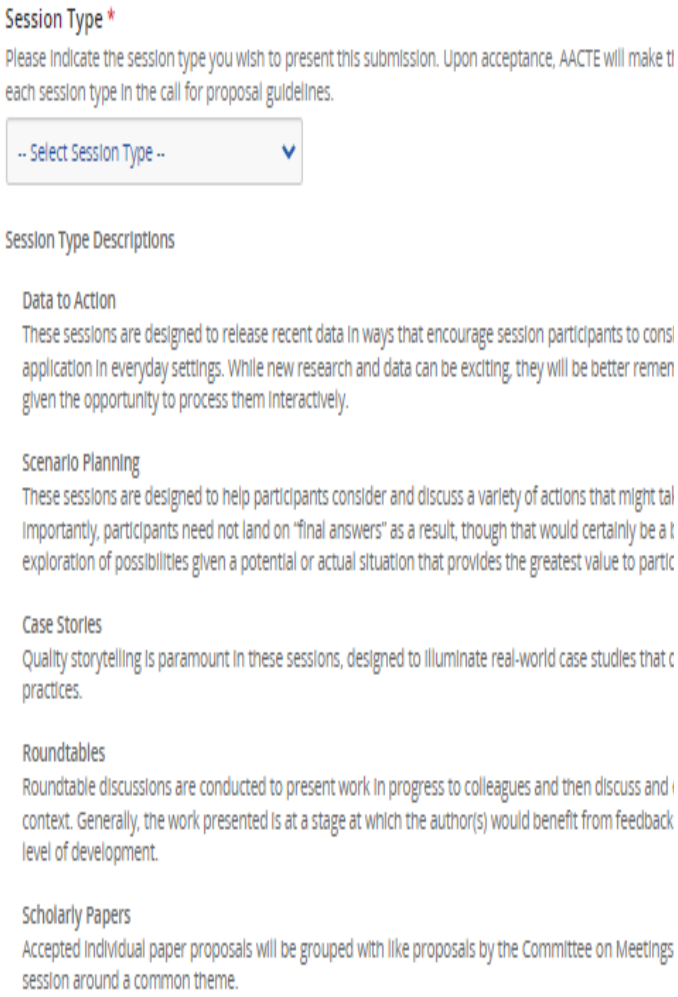
Proposal Abstract

Proposal Title:

Titles should not be in all UPPER case or all LOWER case. Sentence case is preferred. Max word count: 15 words

Proposal Strand:

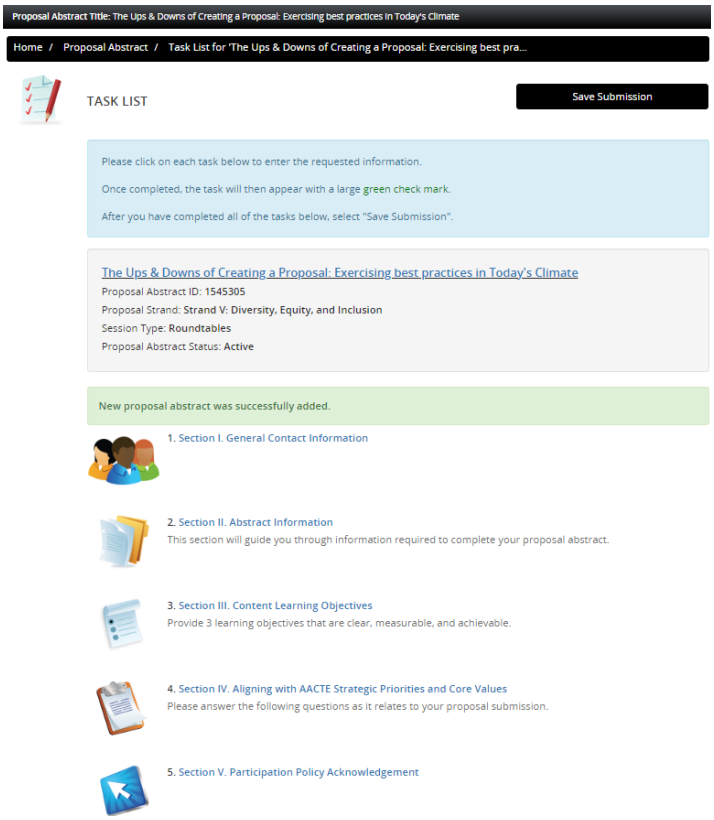
Select which strand you wish your submission to be considered from the dropdown list. A complete description of the proposal strands can be found in the submission guidelines.



Proposal Abstract

Session Type:

Select which session type you wish your submission to be considered from the dropdown list. AACTE will make the final determination on the session type and communicate with speakers during the delivery and development period post-acceptance (see timeline on main page). A complete description of the proposal session types can be found in the submission guidelines.



Proposal Abstract

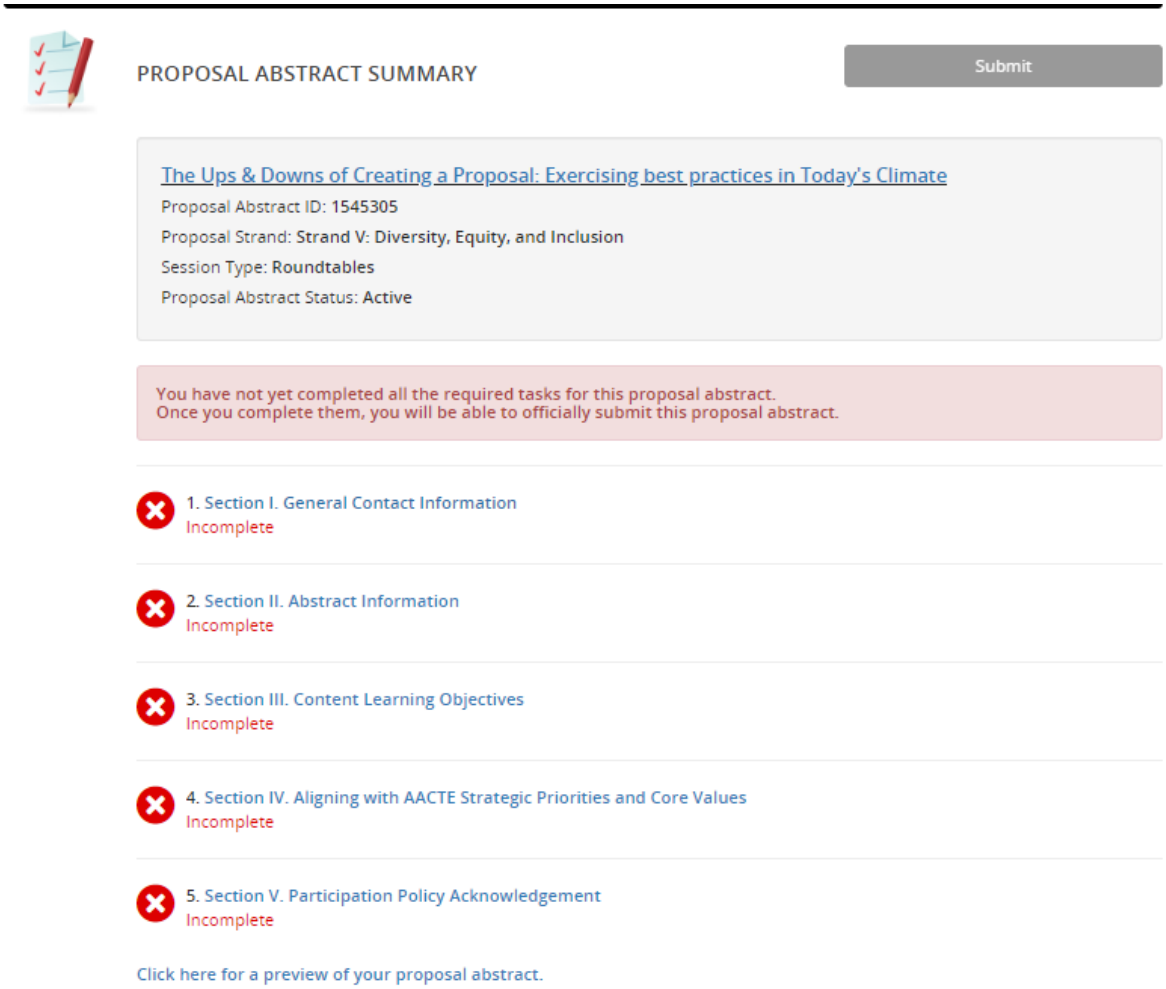
Task List:

Each task will walk you through the information required to successfully complete your proposal. Please click on each task to enter the requested information. Once a task is completed, the task will have a large green check mark next to it.

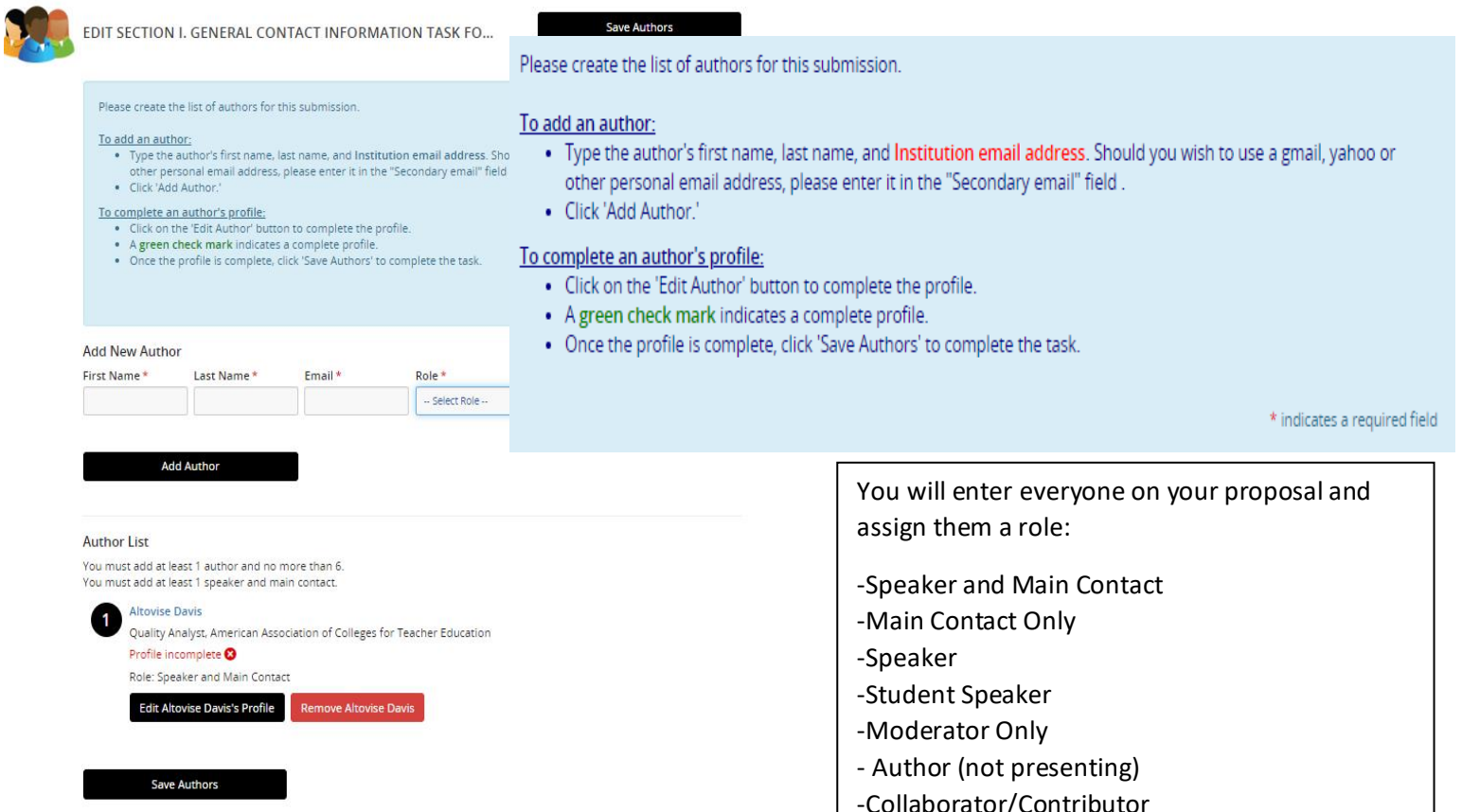
- Section I. General Contact Information
- Section II. Abstract Information
- Section III. Content Learning Objectives
- Section IV. Aligning with AACTE Strategic Priorities and Core Values
- Section V. Participation Policy Acknowledgement

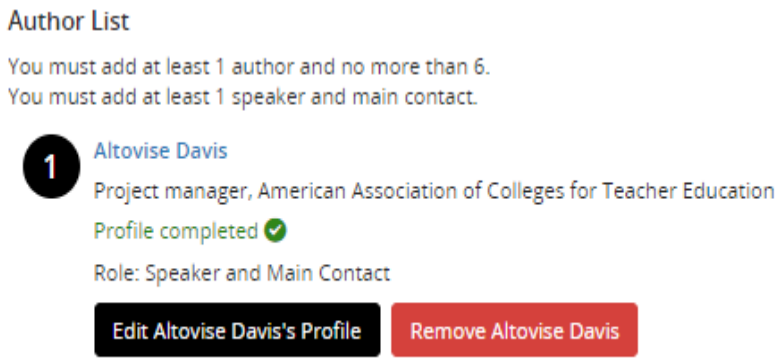
Remember to SAVE YOUR WORK.

You may return to this page at any time to make updates until the call closes.



You will see a red “X” and the text “Incomplete” to sections that have not been completed successfully.





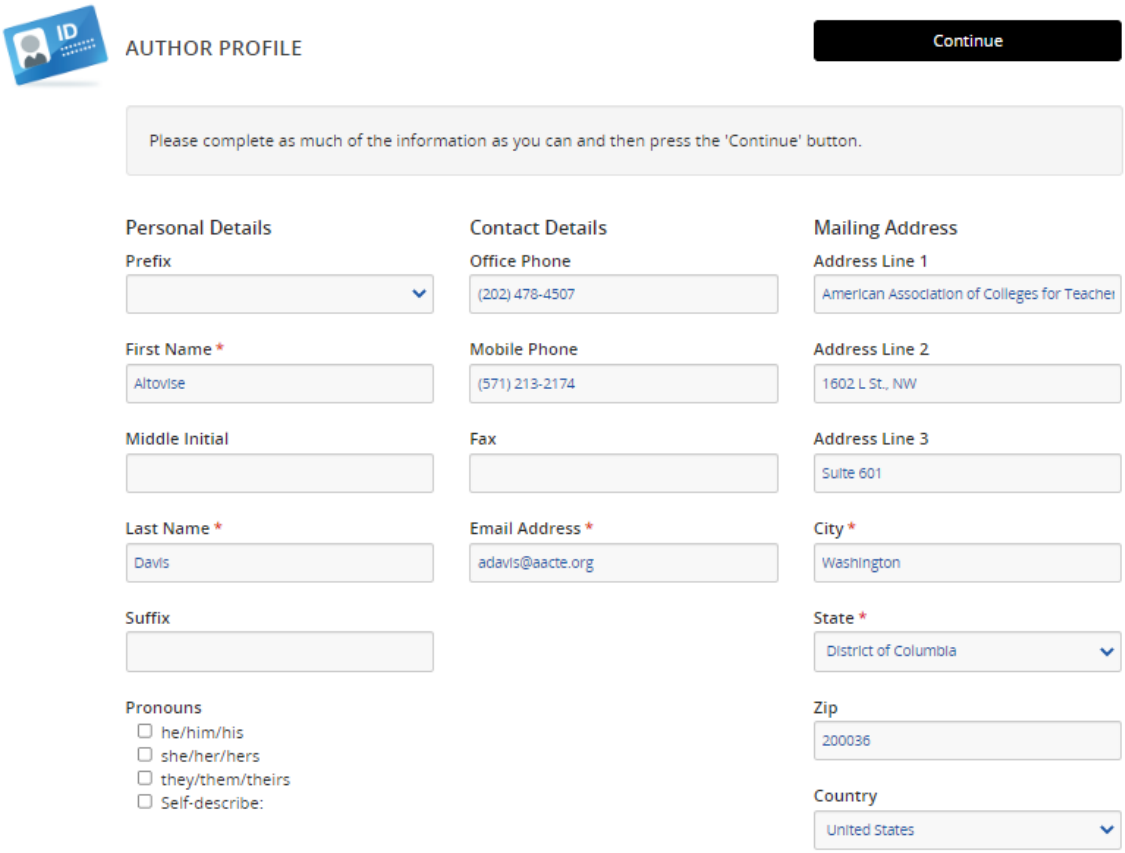
You will enter everyone on your proposal and assign them a role:

-Speaker and Main Contact
-Main Contact Only
-Speaker
-Student Speaker
-Moderator Only
- Author (not presenting)
-Collaborator/Contributor
-Submitter Only
-Staff Admin

- Click on “Add Author” to save to the Author List.
- Click on the individual name to edit their profile.

  (You may also invite the individual to edit their own profile)

- Click on “Save Authors”.


AUTHOR PROFILE
Continue
Please complete as much of the information as you can and then press the 'Continue' button.
Personal Details
Prefix
First Name *
Altovise
Middle Initial
Last Name *
Davis
Suffix
Pronouns
he/him/his
she/her/hers
they/them/theirs
Self-describe:
Contact Details
Office Phone
(202) 478-4507
Mobile Phone
(571) 213-2174
Fax
Email Address *
adavis@aacte.org
Mailing Address
Address Line 1
American Association of Colleges for Teacher
Address Line 2
1602 L St., NW
Address Line 3
Suite 601
City *
Washington
State *
District of Columbia
Zip
200036
Country
United States

Assistant

To be copied on all submission emails

☐ Not Applicable

Name | Telephone | Email

Professional Information (Please enter information as you wish it to appear on conference materials.)

Position / Title (max character 100) *

Project manager

Department

Institution / Organization *

American Association of Colleges for Teacher Education

Credentials *

n/a

☑ Not Applicable

Role *

Please indicate individual participating role below.

Speaker and Main Contact

Biography *

Please type or paste text of no more than a few paragraphs in length.

bio bio bio

Have you presented this content at other educational conferences within the last 2 years? *

Yes

If yes, where? *

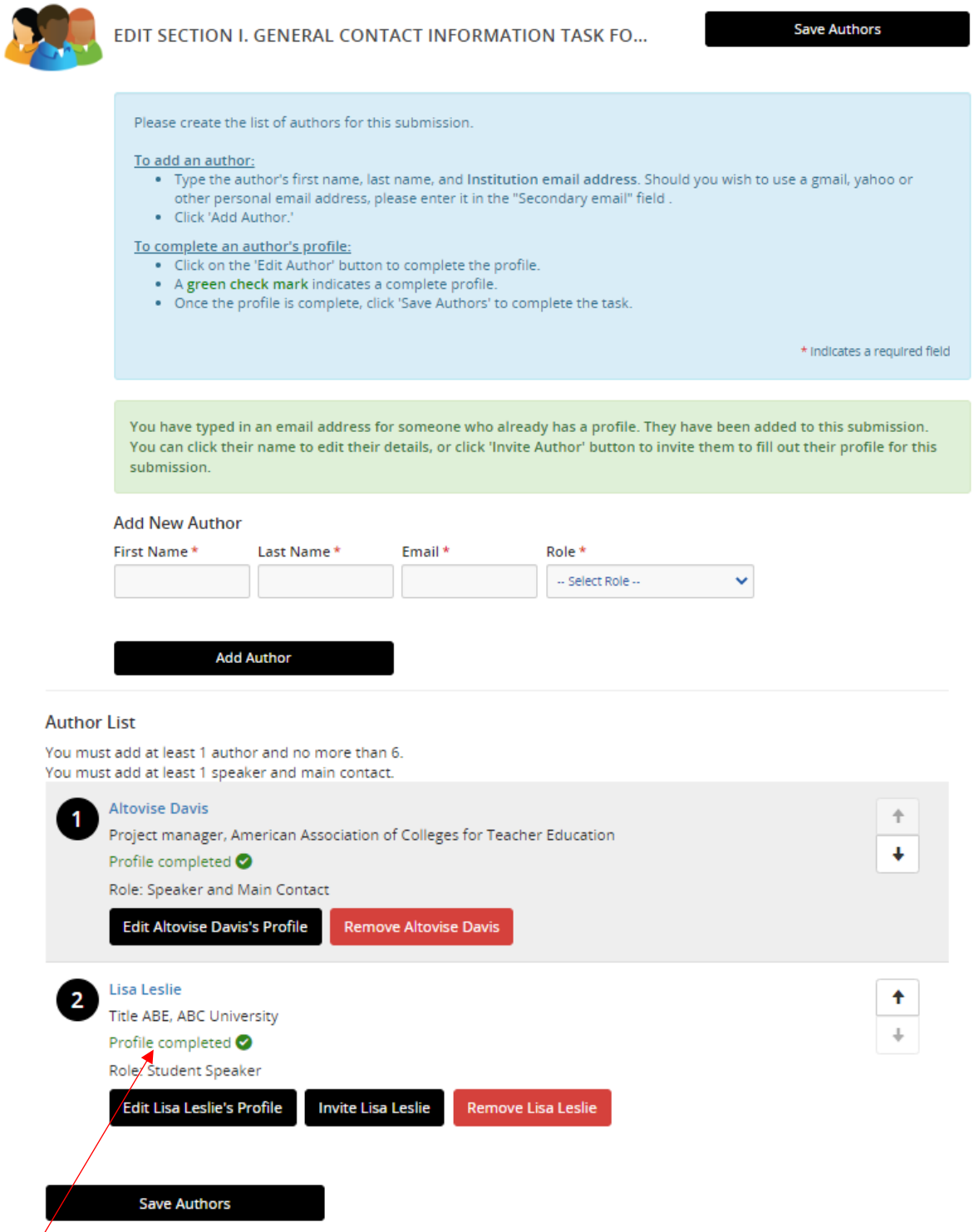
here

AACTE Membership

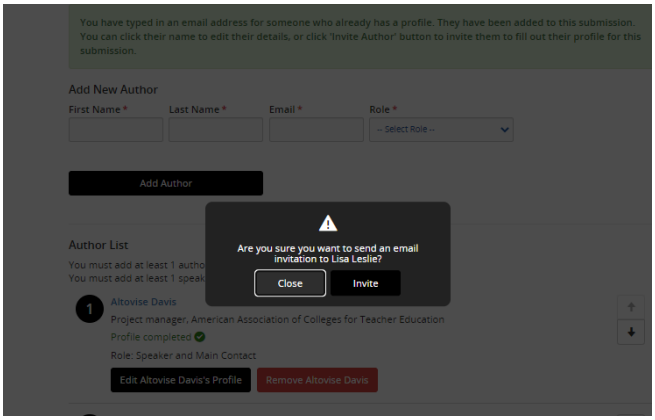
Please indicate if your institution/organization is an AACTE member.

No

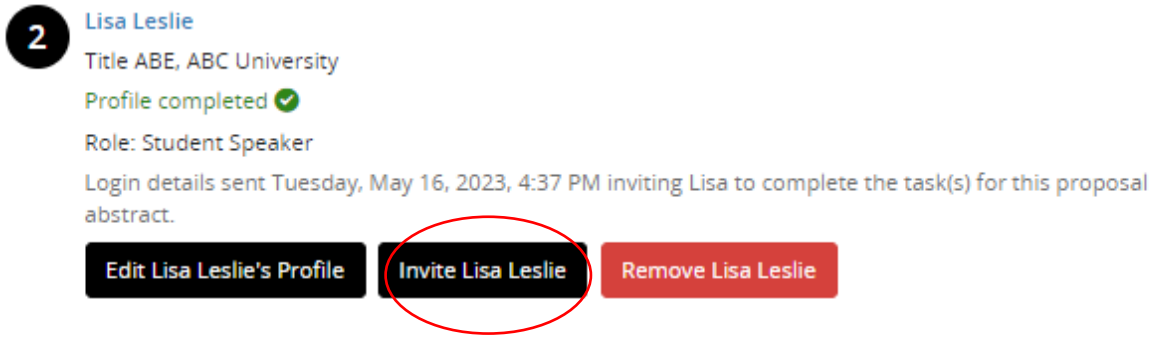
Continue



You will see “Profile completed (checkmark)” under each Author’s name if you have entered all necessary information.



Inviting an individual to edit their contact information and complete their participation agreement.



From: <doNotReply@abstractscorecard.com>
Date: Tue, May 16, 2023 at 4:37 PM
Subject: AACTE 2024 AM Call for Proposals

Call for Proposals Proposal Abstract Information Requested

Proposal Abstract Title:
The Ups & Downs of Creating a Proposal: Exercising best practices in Today's Climate

Submitter Name:
Altovise Davis

Submitter Email:
adavis@aacte.org

Task List:

1. Complete the "Section I. General Contact Information" form.
2. Complete the "Section V. Participation Policy Acknowledgement" form.

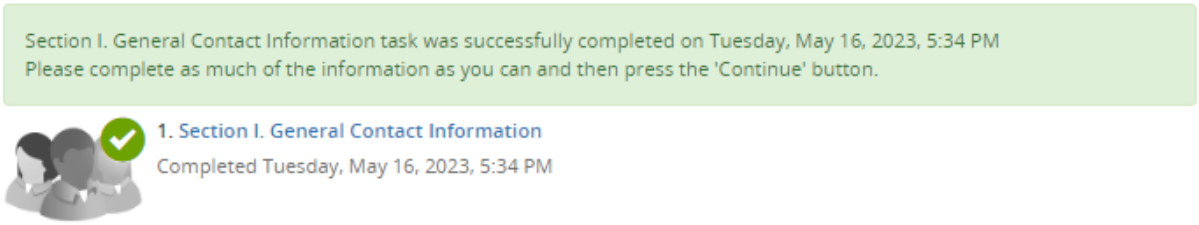
Due by:
Tuesday, July 18, 2023 at 11:59 PM PST

Click here to log in to the Call for Proposals system at any time to complete this task.

Staff Liaison
For content related questions, please contact Altovise Davis at adavis@aacte.org or (202) 478-4507

Technical Support
Should you need technical support, please email support@gocadmium.com or call (410) 638-9239 between the hours of 9am - 9pm ET, Monday - Friday to reach a support specialist.

SAVE Authors



End of Section I. General Contact Information

Section II. Abstract Information

Please complete the following questions to complete your proposal abstract summary. We strongly recommend that you prepare all the information below BEFORE filling in the form. Please click CONTINUE before leaving the page. Upon successfully completing this task, you will receive a confirmation message on the screen.

* Indicates a required field

Proposal Title *

Please choose a brief title (maximum of 200 characters) that clearly indicates the content of the contribution. Please write in Title case.

The Ups & Downs of Creating a Proposal: Exercising best practices in Today's Climate

84 characters (Max 200 characters)
14 words (Max 15 words)

Topic Area *

Please select the research topic for which you wish to submit your proposal.

-- Select a Topic Area --

Target Audience Level *

Please indicate to what audience level this submission is directed.

-- Select One --

Short Abstract *

Describe why a conference attendee should attend this session and what they will gain; value-added. If selected, this content will be used in marketing materials.

0 characters
0 words (75 - 200 words)

A. Statement of the issue. *

Clearly state the issue/focus of your presentation. Provide relevant background and place the problem in a broader academic context.

0 characters
0 words (55 - 100 words)

B. Literature review. *

Provide a synthesis of the literature or knowledge base related to your topic; highlight competing hypotheses or major schools of thought.

0 characters
0 words (200 - 700 words)

C. Contribution *

Discuss how your work relates to the conference strand and subcategory under which you are submitting the proposal.

0 characters
0 words (200 - 700 words)

D. Relevance *

Discuss how your proposal relates to at least two of the following perspectives:

- Implications for policy.
- Using qualitative or quantitative evidence to inform policy or practice.
- Successful (exemplary) practices.

0 characters
0 words (200 - 700 words)

E. Implication for Action *

Outline what concrete changes, activities, policies, research, or other outcomes can result from this work.

0 characters
0 words (200 - 700 words)

F. Methods *

Describe how you will design the session so that the learner/participant outcomes are achieved.

0 characters
0 words (200 - 500 words)

Continue

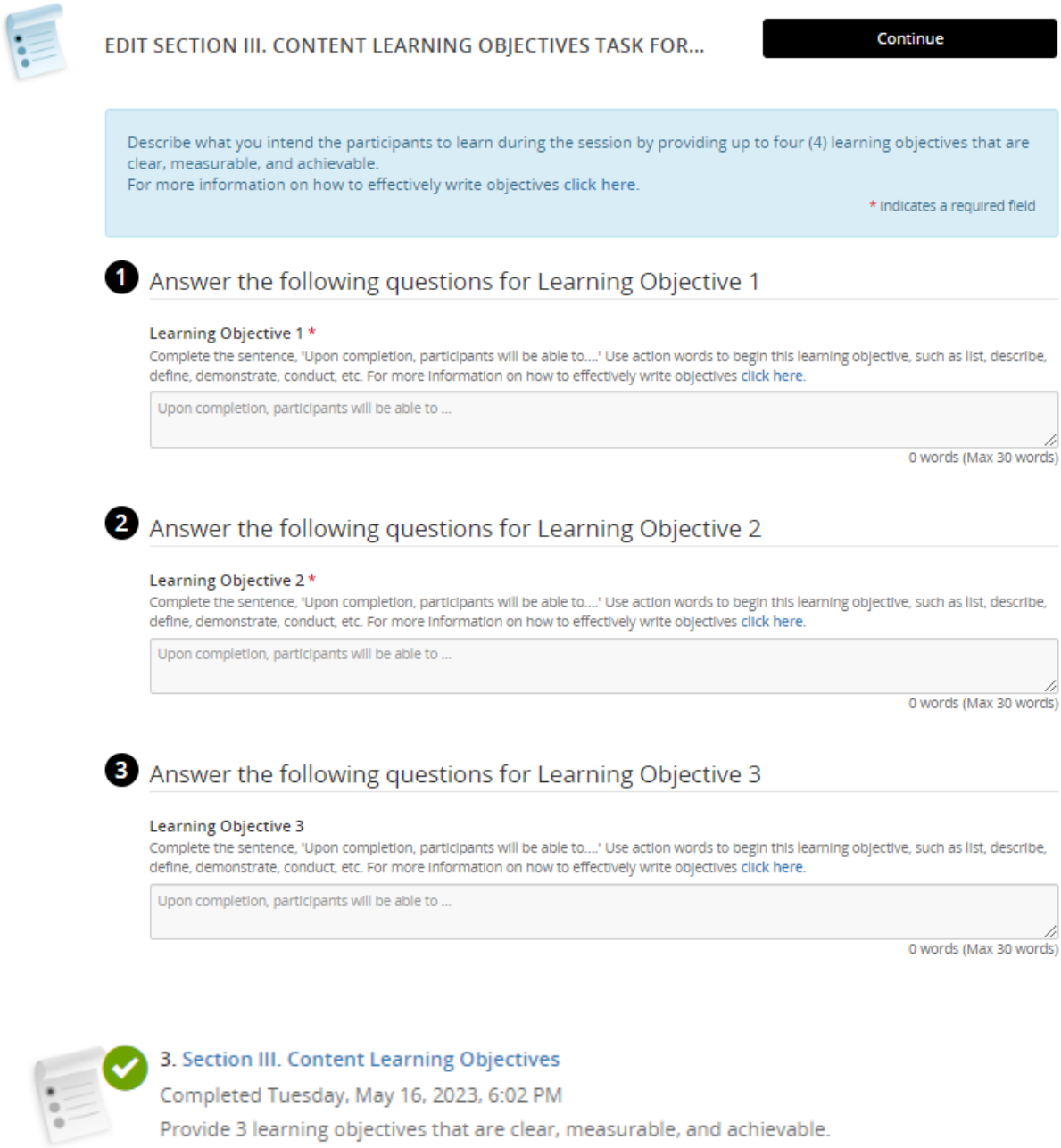
2. Section II. Abstract Information

Completed Tuesday, May 16, 2023, 5:44 PM

This section will guide you through information required to complete your proposal abstract.

End of Section II. Abstract Information

Section III. Content Learning Objectives



End of Section III. Content Learning Objectives

Section IV. Aligning with AACTE Strategic Priorities and Core Values

Describe how your proposal aligns with the following AACTE goals:

* Indicates a required field

1 Advocate for high-quality educator preparation. Graduates of educator preparation programs will be profession-ready and prepared to meet the needs of PK-12 districts and schools. *

2 Prioritize diversity, equity, and inclusion. Educator preparation programs and their faculty, students, and communities will provide successful learning environments that demonstrate diversity, equity, and inclusion. *

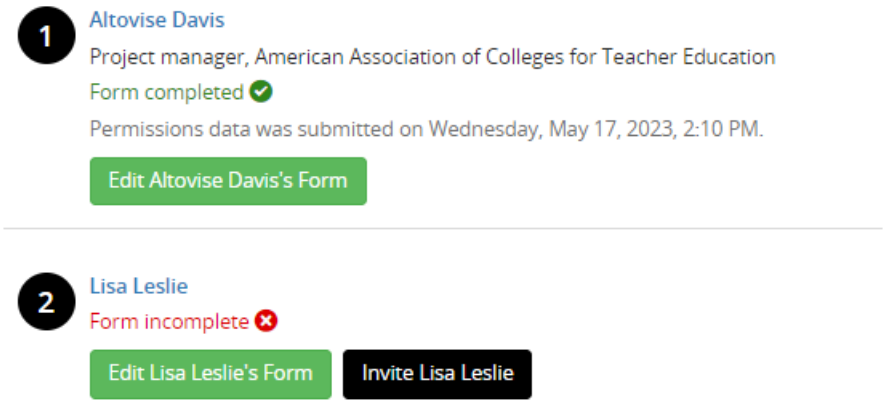
3 Advance educator preparation policy, practice, and research. The use of leading-edge research and models of innovative practice will advance the field of educator preparation and strengthen public education for all students. *

Save and Continue

4. Section IV. Aligning with AACTE Strategic Priorities and Core Values
Completed Tuesday, May 16, 2023, 6:04 PM
Please answer the following questions as it relates to your proposal submission.

End of Section IV. Aligning with AACTE Strategic Priorities and Core Values

Section V. Participation Policy Acknowledgement



Click on the individual name to complete participation agreement. You may invite additional authors to complete the agreement directly from this page. All assigned individuals must complete this agreement to submit a proposal.

EDIT SECTION V. PARTICIPATION POLICY ACKNOWLEDGEME...

Submit Agreement

Please review and acknowledge that you have read the guidelines and expectations below.

Speaker Expectations

- Selected speakers are responsible for all expenses incurred in conjunction with the meeting, including registration, housing, and travel.
- It is strongly encouraged that each proposal includes at least one presenter from an AACTE member institution. Speakers from an AACTE member institution will be eligible for a 10% discount off the standard registration rate.
- All participating presenters should be listed in the proposal. Co-presenters will receive a confirmation email upon your proposal submission.
- Submitters should have commitment from all presenters that they will be a part of the program. The co-presenter(s) must agree to all the terms and conditions highlighted here to participate.
- Speakers agree to abide by AACTE's Event Conduct Policy.
- Do not submit a proposal unless each presenter is available to appear on any day (February 16, 17, or 18, 2024) of the meeting. Accepted proposals will not be assigned a specific speaking date and time until two (2) months prior to the meeting.
- All speakers will receive an official confirmation email upon the proposal being accepted. Speakers must complete an acceptance form in order to be confirmed for a session.

Proposal Expectations

For full consideration please submit your proposal(s) for the AACTE 2024 Annual Meeting between now through 11:59 PM Pacific Time on July 18, 2023. Proposals received after the deadline will be withdrawn from the initial review process but may be considered on an as-needed basis post-review for the annual meeting or future programs.

- Proposal abstract should be a brief one-paragraph summary of the presentation as it would appear in the conference program guide.
- Include learning objectives or audience takeaways in your description.
- Submission of a presentation does not guarantee participation in the program.
- Proposal submission topics cannot be changed after reviewing and selecting.
- AACTE reserves the right to revise presentation titles or edit the session description of selected presentations for AACTE promotional and program publications.

For more information, contact Altovise (Al) Davis at adavis@aacte.org.

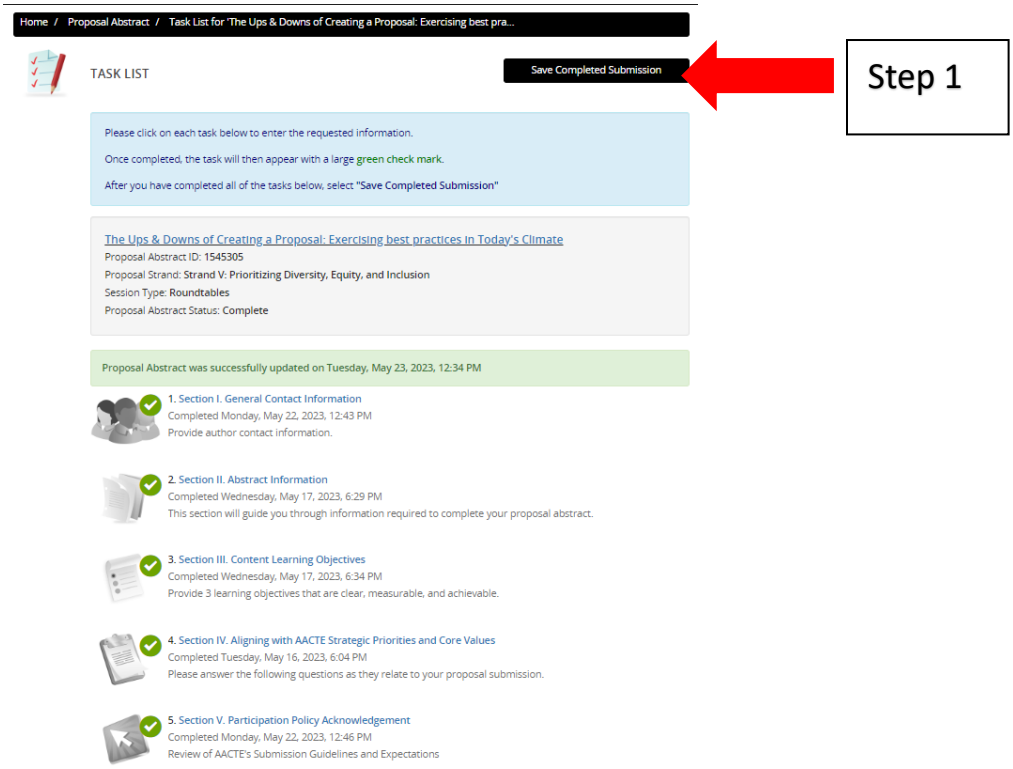
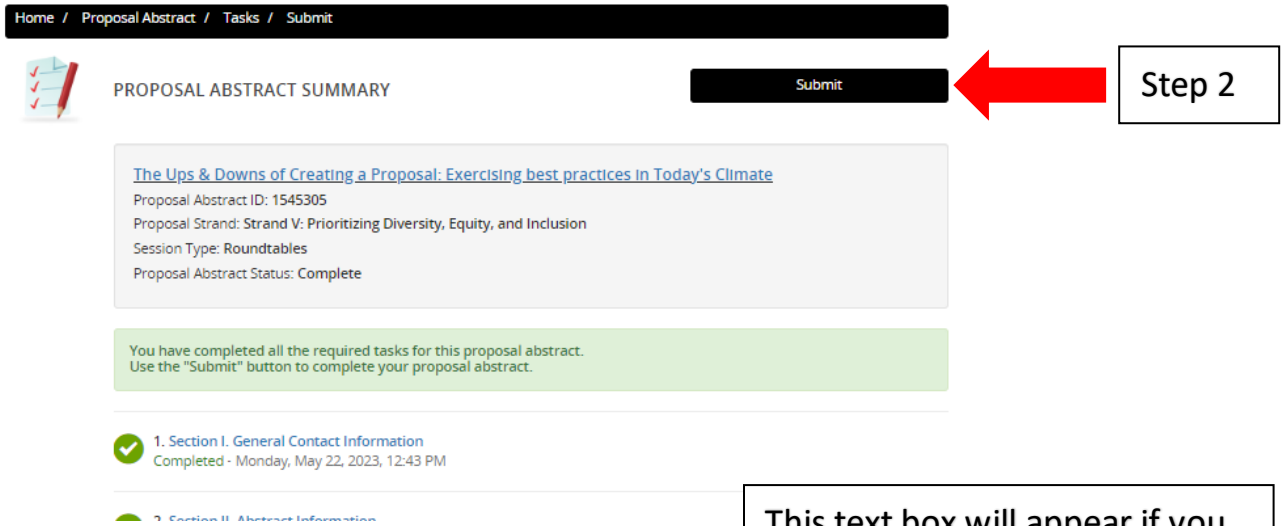
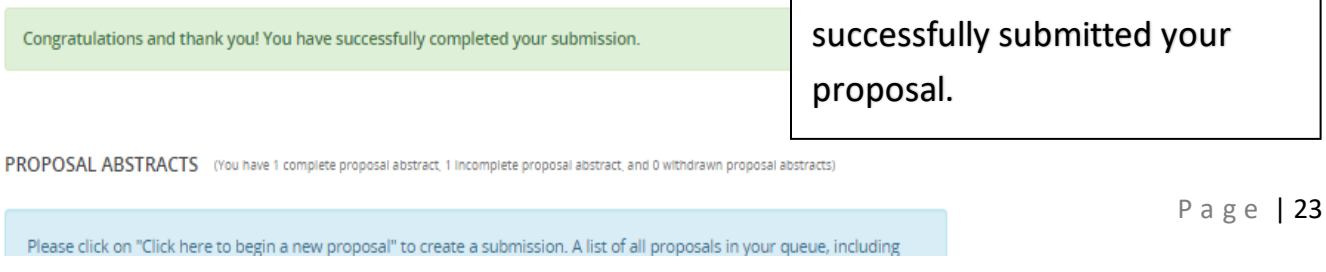
☑ I acknowledge that I have read the submission guidelines. I have reviewed and agree to the abovementioned terms and conditions.

Altovise Davis

Please indicate your agreement by typing in your full name above

Submit Agreement

End of Section V. Participation Policy Acknowledgement

Two Steps to Submit Your Proposal:

1) Once all tasks have been completed, click on “Save Completed Submission.”
2) Click on “Submit”