

Checklist for Proposal Writers

Do you specifically highlight the **(1) importance**, and **(2) potential contributions** of your session?

Here, your main task is to answer the “so what?” question. In other words, “what makes your different session worthwhile?”, “why is it important?”, “what contributions does it make to the literature/theory/practice?”

Does your session match the **session type**? Did you clearly identify the **objectives** and **outcomes**?

You need to ensure that the content of your session is clearly reflected in your submission and is appropriate in scope for the time allotted. In addition, make sure to answer the “so what?” question for your audience. In other words, “what sort of theoretical/practical benefits will the audience take away?” “For which students, colleagues, and/or programs?”

Does your proposal make explicit reference to relevant **theory, research** and **practice**?

In order to strengthen theory-research-practice link, please make sure to establish how your session is connected to existing literature and built upon the theoretical/practical background. The connection can be made via citations but also by referencing terminology, ideas, and/or debates that show your knowledge of current discussions regarding your topic.

Does your proposal indicate enough evidence to support **practices, conclusions** and **recommendations**?

You need to give details to support your claims. In other words, there should be a clear link between *what* you plan to say and *how* you plan to support it during the session.

Is it a well-written a proposal in terms of **writing style, content** and **scope**?

Do you answer “yes” to all these questions above? Did you make the necessary changes? Do you provide clear links between the ideas presented? Did you get a chance to proofread your proposal? Does the final version reflect the quality of your session? You might want to get an outside reader to take a look to see if it is easy for that reader to find all the elements referenced in the questions above.

Checklist for Proposal Raters

Does the proposal highlight the **(1) importance**, and **(2) potential contributions** of the session?

The proposal should provide a specific answer the “so what?” question. There should be evidence of contributions to the existing research, theory, and/or practice.

Does the session match the **session type**? Did you clearly identify the **objectives** and **outcomes**?

There should be a one-to-one match between the session type and the content/outline of the session. Also, the author(s) should delineate theoretical/practical benefits that the audience will take away from attending as related to the session type -- workshops should involve audience creation of materials; discussion and networking sessions should highlight audience participation and wrap-up (i.e. a takeaway tweet); research sessions should focus on research and pedagogical implications; practice sessions should include references to activities that can be transferable to different contexts, etc.

Does your proposal make explicit reference to relevant **theory**, **research** and **practice**?

In order to strengthen theory-research-practice link, please seek evidence on how the session is connected to existing literature and built upon the theoretical/practical background. The connection can be made via citations but also by referencing terminology, ideas, and/or debates that show the potential presenter’s knowledge of current discussions regarding the chosen topic.

Does your proposal indicate enough evidence to support **practices**, **conclusions** and **recommendations**?

There should be a clear link between *what* is going to be said and *how* it is supported. Look for details and reasoning to support claims.

Is it a well-written a proposal in terms of **writing style**, **content** and **scope**?

The proposal should be well-written in terms of writing style, content, development, coherence, and scope and give evidence of professional quality.