Call for Proposals
Due: June 1, 2020

Conference Theme

The theme for the Third Annual Universal Design for Learning in Higher Education is **NO Labels NO Limits**. The focus is on applying the Universal Design for Learning (UDL) framework in ways that move us away from deficit-minded approaches to asset-based approaches in our practice. With no labels there are no limits! Successful conference proposals will describe how faculty, staff, or administration critically reassess their own practices and come together to take responsibility for the success of all learners.

We invite you to submit conference proposals that showcase how you are implementing asset-based approaches in your practice. We look forward to seeing you at Goodwin University on November 6, 2020!

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Timeline	
Late proposal submissions will NOT be considered.	
June 1, 2020 **Submission Deadline**	*All proposals* **must be** *submitted via e-mail to* udl@goodwin.edu *by 12:00 pm*. A confirmation receipt will follow within 24 hours.
July 6, 2020 **Presenters Notified**	Lead presenter notified of *acceptance* via e-mail.
July 23, 2020 **Presenters Confirm**	Lead presenter *confirms acceptance* via e-mail to udl@goodwin.edu *by 4:00 pm*.
August 30, 2020 **Presenters Registered**	*All* lead *and* co-presenters must *register* for conference *by 4:00 pm* without exception.
October 30, 2020 **Presenters' Materials**	*One week before the conference* the lead presenter must *submit all materials* (e.g., PowerPoint, handouts) to be uploaded to a Padlet and made available to all conference participants on the day of the conference.

Session Types	
Interactive-Workshop **(90-min)**	An *interactive-workshop* session is organized around structured, facilitated activities in which participants work together to explore a problem of practice and how UDL guidelines can be applied to address the problem.
Theme-Based Panel **(60-min)**	A *theme-based panel* session is organized around a common theme related to the application of UDL guidelines in higher education. The panel comprises 2 to 3 presenters who each speak for approximately 15 to 20 minutes, followed by 15 to 30 minutes of discussion.
Research-Discussion **(60-min)**	A *research-discussion* session is organized around a report of original research designed to address a problem of practice and how specific UDL guidelines were applied to address the problem. The presenter allots 15 minutes at the end of the session for questions.
Practice-Discussion **(60-minute)**	A *practice-discussion* session is organized around describing a problem of practice and how specific UDL guidelines can be applied to address the problem. The presenter engages the participants in the discussion.

Proposal Requirements

Submission deadline is June 1, 2020!
Please use the templates for your cover sheet and proposal. They can be found on http://bit.ly/UDL2020CFP.

Separate Cover Page	*Include a separate cover page.* You must include a cover page that is separate from the proposal. Please use the template that can be found on http://bit.ly/UDL2020CFP. Be sure to include the following information:
	• ***Session Type:*** Check the type of session you are proposing.
	• ***Session Level:*** Check the level of session you are proposing.
	• ***Session Title:*** Provide a descriptive session title (12-word limit).
	• ***Lead Presenter:*** Please include the following information for the lead presenter. This person has responsibility for contacting co-presenters.
	    o Full Name (as you would like it to appear in the program)
	    o Affiliation (i.e., the name of college or agency spelled out in full)
	    o City and State
	    o Email
	    o Phone
	• ***Co-Presenters***: For sessions where there is more than one presenter, please include the following information for each person.
	    o Full Name (as you would like it to appear in the program)
	    o Affiliation (i.e., the name of college or agency spelled out in full)
	    o City and State
	    o Email
	Proposal submissions that do not include a separate cover page will not be reviewed.

Session Title **12-word limit**	*Use a descriptive title.* Your title should be specific enough so proposal reviewers, and eventually conference attendees consulting the program, know what you will discuss.
Session Abstract **50-word limit**	***Provide a brief overview of the proposed session.*** Your abstract will be used in the conference program. Be sure to use words and phrases that best describe your session so conference attendees consulting the program know what you will discuss.
UDL Guidelines	*List the specific UDL guidelines.* List the *specific* UDL *guidelines* (2-3) that you will address during the session. The UDL guidelines can be found at http://udlguidelines.cast.org.
Participant Outcomes	*List participant outcomes.* Clearly state the participant outcomes (2-3) that you hope to achieve during your session. They should align with your abstract and description.
Session Description **500-word limit**	**Describe the problem of practice, precisely how you used the UDL guidelines to address the problem, and the results.** Your session description should clearly tell the reader *what* you plan to present and *how* you will present it. Use *UDL guideline and checkpoint language* so proposal reviewers know precisely what you plan to present and discuss. Your narrative should be well-organized, clearly written, and focused on answers to the following questions. • What do you plan to present? • How will you present the information? • Who are the learners (e.g., students, faculty, staff, administrators)? • What is the context (e.g., classroom, student services, faculty development)? • What were the barriers, the problems of practice you addressed? • Why were they barriers? • What UDL guideline(s) did you apply to the remove or reduce the barriers and why? • What did it the UDL solution look like? • What were the results of applying the identified UDL guideline(s)?
Reference List	**Provide an APA style reference.** Include an APA style reference list for any citations used in the session description.

Proposal Submission Instructions, Notification, and Registration

- *All* proposals must be submitted via e-mail to udl@goodwin.edu by *12:00 pm, June 1, 2020*. Late proposals will not be accepted.
- Your *e-mail subject* must contain the *lead author's full name and the phrase: 2020 UDL Conference Proposal*.
- Use the *templates* for your *proposal* and the separate *cover sheet*. The documents must be submitted as a *Microsoft Word document (.doc or .docx format)*. Templates can be found on http://bit.ly/UDL2020CFP.
- *Include in the name of your files* (i.e., "save as") the first and last name of the lead presenter. *Examples*: JimJoyceCover.docx, JimJoyceProposal.docx. Do not include any extra characters or numbers (etc.).
- Each element of your proposal must be submitted as separate files. These include: a *blinded version of your proposal* (required) *and* a separate *cover sheet* (required).
- *Check your proposal* and *cover sheet* before submission to be sure you have addressed all requirements as listed in the proposal requirements.
- *Upon receipt, all files will be deidentified and renamed with a number, to facilitate blind review.*
- E-mail addresses used in proposal submissions must be valid through the end of the conference in November. This is how we communicate with presenters.
- You may submit the same proposal for one session type only: interactive-workshop, theme-based panel, or research-discussion, practice-discussion.
- Individuals can appear as the lead presenter on one proposal only. A lead presenter may appear as a co-presenter on other proposals.
- You will only be listed as a presenter if you (a) are registered for the conference, (b) will be physically present at the conference, and (c) will be presenting your materials.
- After e-mailing a proposal to udl@goodwin.edu, you will receive one confirmation notification within 24 hours.
- The lead presenter will receive *notification of proposal acceptance or rejection* via e-mail by *July 6, 2020*. The lead presenter is responsible for notifying co-presenters.
- *For all accepted proposals*, the *lead presenter* must complete, sign, and *e-mail the presenter agreement* to udl@goodwin.edu *by July 23, 2020*.
- *All* presenters (including co-presenters) *must register* for the conference by *August 30, 2020*.
- Full payment of the *$70 conference fee*, which covers a morning coffee break and lunch, must be made at the time of registration. The *conference registration fee is non-refundable.*

Download Templates Here: http://bit.ly/UDL2020CFP