Call for Proposals
Community Engaged Education: An Idea Exchange 2013
Monday, June 24, 2013
8:30am-3:00pm

Thank you for your interest in participating in our 2013 event. This year, we are looking for faculty/instructors/instructional staff with relevant community-engaged education experiences to fulfill the following roles:

Table Topic hosts are needed to facilitate conversation around a chosen topic with a group of 8-10 individuals. Participants will have three chances to rotate through the possible table options, with each session lasting 30 minutes. *Suggestions include: Assessing Students in Community-Engaged Courses, Engaging Students in Large Classes, Community-Based Research in Undergraduate Education, etc.*

Concurrent Session presenters are required for 60-minute presentations on a community-engaged course they teach. Inviting community members and/or students as co-presenters is strongly recommended.

Submissions from all Faculties are welcomed and encouraged.

Preference of Presentation Format (mark your preference with an 'X')
Please note: given the limited number of concurrent sessions available, you may be requested to convert your proposed presentation into a table topic

[ ] **Table Topic host (3 rotations of 30 minutes each)**

Suggested Topic: _____

Please provide a brief overview of what you will be discussing and how you plan to engage participants in the conversation (50 word maximum).

[ ] Concurrent Session Presentation (One 60 minute session)

Presenter Information (for concurrent sessions only)
Please provide information about each person participating in the presentation. To help provide a well-rounded picture of community-engaged activities, preference will be given to Concurrent Session presenters who bring a community partner, student, or any other stakeholder who can provide some additional perspective about the experience.

Name and Title of Primary Presenter	Department/ Faculty/Organization
1.	
Name and Title of Additional Presenters (if applicable)	**Department/Faculty/Organization**
2.	
3.	
4.	
5.	

Presentation Abstract
Presenters are encouraged to focus on some or all of the following when preparing their presentations:

- Logistical Information
- Background of the course/activity
- Stakeholders involved
- Developing the course/activity

- Building partnerships
- Evaluation methods/assessment
- Challenges and successes

Please provide a brief description of the course/program/community-engaged activity that will be the subject of your presentation, and what the participants can expect to learn through their participation. Include any relevant biographical information (150-250 words).

Title of Presentation:_____

Course Code: _____

Course/Activity Name :_____

Type of Presentation –
Concurrent sessions will be held in breakout rooms that can accommodate approximately 15-20 guests. The goal of the sessions is information sharing and engagement. With that in mind, please indicate the format and/or elements you would include in your presentation:

[ ]   Informal presentation/discussion about the course/activity
[ ]   Roundtable discussion
[ ]   Workshop/skill-building activity
[ ]   Hands-on activity (please describe) _____
[ ]   Demonstration (please describe) _____
[ ]   Share course outline and/or evaluation tools
[ ]   Other_____

Thank you for your willingness to share your experience with your campus colleagues at the 2013 Idea Exchange. Please submit this completed form to Mary Koziol by Tuesday, May 21 at koziolmj@mcmaster.ca