

## 2023 AEL Fall Institute Session Proposal Form

### About the Process:

TWC Adult Education and Literacy is requesting proposals for sessions at the 2023 Fall Institute: Pathways Through Change (Sept. 20 - 22). To have your session considered, please fill out the form in its entirety. Please complete one form for each distinct session you wish to propose.

Sessions will be presented in-person at the Doubletree (6505 N. IH 35) in Austin for this event and all sessions will also be live streamed.

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### PROPOSAL REQUIREMENTS:

All sessions should align to one of four (4) unique Strands:

1. Digital Strategies
2. Board and Partner Alignment Strategies
3. Instructional Strategies
4. Leadership Strategies

### SESSION REQUIREMENTS:

- Sessions must fit within a ninety (90) minute presentation time frame.
- Proposals are due no later than Monday May 15, 2023.
- All presentations and materials must meet Accessibility requirements according to the standards set forth by Title 1 Texas Administrative Code Chapter 206 and Chapter 213. Please see <https://twc.texas.gov/twc-accessibility-policy>.

### ABOUT THE SELECTION PROCESS:

- Notifications of acceptance/non-acceptance will be delivered during the last week of May 2023. Every proposal will receive feedback as to whether their session was selected or not.

### Contact Information:

Please provide contact information for the person who is the primary point of contact for the session and logistics. This is the person who should receive all updates and requests for information from TWC AEL:

- Name
- Organization/ School/ Grantee
- City/Town
- Email Address
- Phone Number

### Speaker Details: Speaker #1

Please provide information about each speaker who will be participating in the session.

#### Speaker 1:

- Name
- Professional Credentials
- Job Title
- Company
- Email Address
- Phone Number

Primary Speaker's Affiliation. Please check appropriate box:

- AEL Grantee or Provider
- Professional Development Center
- Higher Ed, Community or Technical College (non-AEL) Workforce Board (Staff, Contractor, other)
- Other Stakeholder (Agency, consultant, employer, advocacy group)

Speaker Bio: Enter a brief biographical description that demonstrates professional qualifications, expertise on the subject matter, and/or speaking experience.

Do you have another speaker for your proposed session?

- Yes
- No

### Speaker Details: Speaker #2

Please provide information about each speaker who will be participating in the session.

#### Speaker 2:

- Name
- Professional Credentials
- Job Title
- Company
- Email Address
- Phone Number

Co-Speaker's Affiliation: Please check appropriate box:

- AEL Grantee or Provider
- Professional Development Center
- Higher Ed, Community or Technical College (non-AEL) Workforce Board (Staff, Contractor, other)
- Other Stakeholder (Agency, consultant, employer, advocacy group)

Speaker Bio: Enter a brief biographical description that demonstrates professional qualifications, expertise on the subject matter, and/or speaking experience.

Do you have another speaker for your proposed session?

- Yes
- No

### Speaker Details: Speaker #3

Please provide information about each speaker who will be participating in the session.

#### Speaker 3:

- Name
- Professional Credentials
- Job Title
- Company
- Email Address
- Phone Number

Co-Speaker's Affiliation. Please check appropriate box:

- AEL Grantee or Provider
- Professional Development Center

- Higher Ed, Community or Technical College (non-AEL) Workforce Board (Staff, Contractor, other)
- Other Stakeholder (Agency, consultant, employer, advocacy group)

Speaker Bio: Enter a brief biographical description that demonstrates professional qualifications, expertise on the subject matter, and/or speaking experience.

Do you have another speaker for your proposed session?

- Yes
- No

Speaker Details: Speaker #4

Please provide information about each speaker who will be participating in the session.

Speaker 4:

- Name
- Professional Credentials
- Job Title
- Company
- Email Address
- Phone Number

Co-Speaker's Affiliation. Please check appropriate box:

- AEL Grantee or Provider
- Professional Development Center
- Higher Ed, Community or Technical College (non-AEL) Workforce Board (Staff, Contractor, other)
- Other Stakeholder (Agency, consultant, employer, advocacy group)

Speaker Bio: Enter a brief biographical description that demonstrates professional qualifications, expertise on the subject matter, and/or speaking experience.

Do you have another speaker for your proposed session?

- Yes
- No

## Session Details

Please provide information about the content of the session you are proposing to present.

- Session Title: (maximum twenty words)
- Subject Matter/Topic: (maximum twenty words)
- Description: (maximum one hundred fifty words)

To which Strand/strategy does your session best align?

- Digital Strategies
- Board and Partner Alignment Strategies
- Instructional Strategies
- Leadership Strategies

Intended Audience. Select all that apply.

- General Public
- AEL Program Administrators
- AEL Instructors
- AEL Distance Learning staff
- AEL Contracts/Finance staff
- AEL Data staff

Learning objectives: What will participants be able to do following the presentation? Please list 2 to 3.

- At the end of the session, attendees will be able to:
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- At the end of the session, attendees will be able to:

General subject areas: Help us understand who the presentation is for by providing key words about the subject matter topics to be discussed.

Does your session require multiple parts? Select total parts needed. Each 90-minute session is considered one part.

- No- This is a single session only (90 minutes)
- Part 2
- Part 3
- Other (Please specify total parts needed, if greater than 3)

Time Preference?

- Morning
- Afternoon
- No preference

You have reached the end of the session proposal form. Make sure to click on "Done" below to submit your proposal. Please complete one form for each distinct session you wish to propose.