

Call for Programs, Posters and TechExpo Proposals for the ADEA Annual Session & Exhibition

Short Talk Submission Guidelines

Scope: The traditional Short Talks Session provides a format for sharing ideas in five-minute segments during a session centered on a particular educational theme. The Short Talks format supports the ADEA Scholarship of Teaching and Learning (SoTL) by providing ADEA members an opportunity to share teaching and learning innovations with a national audience—sparking further conversation, networking and development of teaching innovations.

Submitting Short Talks: Short Talks provide a format for sharing ideas from multiple presenters in small segments during a session centered on a particular educational theme. The hour provided can be broken up how the presenters choose while keeping in mind that no more than 10 short talk presenters can speak during one session and the session should be balanced to present ideas from a variety of speakers.

When submitting an abstract, you should provide a few specific examples of some five minute sessions that you plan on being part of the session. All of the speakers do not have to be identified at the time of submission. **Should your submission be accepted, you will be asked to finalize your speakers and short talk titles by the first weekday in December.** Be sure to submit your Short Talk session as a '60 Minute Short Talk' and add "Short Talk" to your session title.

Common Errors:

- Forcing the conference theme into an abstract.
- Providing statements without evidence.
- Not following the rubric (rubrics can be found on adea.org)
- Failing to have the proposal proofread.
- Reporting a study without ethical approval (IRB).
- Not ensuring that the topic fits the short talk format.

Recruiting short talk presenters: To recruit short talk presenters, ADEA recommends working with your relevant ADEA Section, if applicable. You may put out a call for abstracts within the ADEA Connect community to address the chosen short talk session.

Submission and Review Timelines:

Short Talk Submission Deadline: the first weekday in June

Notification emails sent: late August

Deadline to finalize short talk presenters: first weekday in December

All presenters must be sent via email to Program Submissions at programsubmissions@adea.org before the first weekday in December, if not entered by the submission deadline in early June. Further instructions will be provided to all accepted Short Talk session submitters after notified of their acceptance.