

Call for Presentations

**“We Are CTE”
2017 Annual Fall Institute
Fairmont Hot Springs Resort
Fairmont, MT
October 19-20, 2017**

The Montana ACTE Executive Board invites proposals for presentations during the Annual Fall Institute, “We Are CTE”. Presentations should be based around the CTE areas of Business, Agriculture, Industrial Technology, Family and Consumer Sciences, Health Sciences, Best Practices in the Classroom or Big Sky Pathways. All concurrent sessions are 60 minutes. This typically will include five minutes for introductions at the beginning, 40-45 minutes to present, five to ten minutes for discussion, and five minutes at the end for concluding remarks. Please do not submit a proposal unless you can present at any time during the day on Thursday, October 19 or Friday October 20, 2017. Montana ACTE reserves the right to edit presentation titles and descriptions for length and content. Accepted speakers are responsible for **ALL** Institute-related expenses, including Institute registration, travel, lodging and meals.

Proposals will be accepted for:

Presentations - Team or individual proposals accepted. Sessions will run 60 Minutes.

Panels - Panel discussions will be considered. They may be organized and submitted as a group by a panel coordinator, or an individual may submit their particular viewpoint to become part of a panel.

Hands-on Labs - Sessions featuring real world scenarios and advanced techniques will be accepted.

Presentation Rules:

Content – The Institute seeks to educate its audience and *not promote any specific products*. Exhibit space is available for all promotional activity. **Only presentations that are product-neutral will be considered unless presenters are Montana ACTE sponsors.** Presentation selections will be made based upon desired topics, flow of content, educational value and understanding of the content. All selected content will be published in Institute publications and online.

Agenda Schedule – The institute planning committee will set the day and time for each presentation, in order to optimize the sequencing and flow of content and tracks. Montana ACTE will notify all selected speakers by September 1.

Who Attends?

- Business Teacher
- Agriculture Teachers
- Family & Consumer Sciences Teachers
- Health Science Teachers
- Administrators
- Industrial Technology Teachers
- Career Counselors
- CTE Professionals

Speaker Benefits:

The Montana ACTE does not pay an honorarium or travel expenses to its speakers. Speakers will have the opportunity to have their presentation posted on the Montana ACTE website www.montanaacte.org.

Presentation Submittal

A one page form is used to submit a response to this **Call for Presentations**. The form is located at the end of this document. All proposals must be submitted electronically via email to lcourtnage@icloud.com.

The chart that follows provides detailed information for deadlines and submissions. Please consider these dates as you prepare your submission in response to this call for Presentations.

<u>Date</u>	<u>Activity</u>
September 1, 2017	Deadline for submission of response to this Call for Presentations
September 15, 2017	Email notification of acceptance from Lyle Courtnage
September 20, 2017	Deadline for submission of 50-word bio and audio-visual requirements
September 20, 2017	Electronic submission of institute documents
October 1, 2017	Early registration deadline (presenters are required to register for the institute)

For presenters/authors who wish to do so, handouts will be placed on the Montana ACTE website for download prior to the Institute. Electronic files must be submitted as a Word document (.doc) or PowerPoint presentation (.ppt). The handouts do become part of the proceedings of the Institute and are published on the Web site following the Institute. If a handout is not submitted by **October 1, 2017**, to ensure its inclusion in the proceedings, the author will be responsible for providing copies of the handout for distribution on-site during the session and will provide a copy of the presentation to Lyle Courtnage following the Institute.

Institute Registration

Submitting a presentation implies that all presenters listed in the program book and on the web site proceedings will register for the institute. For assistance in responding to this Call for Presentation or for more information about the Fall Institute, contact Lyle Courtnage at:

Lyle Courtnage, Institute Coordinator
3520 MacDuff Circle
Billings, MT 59101
Phone: 406.671.0572
lcourtnage@icloud.com

Montana ACTE Fall Institute - Call for Presentations

Name of Presenter:	
Address:	
City, ST ZIP	
Telephone:	
Email:	
Title of Presentation:	
Abstract (40 Words):	
Presenter Bio: (50 Words)	
Session Description: (100 Words): This is the full description of what is being proposed for the session including detailed description of (a) topic, (b) the presentation format, and (c) importance to institute attendees.	

**Please submit this complete form to:
Lyle Courtnage, Institute Coordinator
3520 MacDuff Circle
Billings, MT 59101
Phone: 406.671.0572
lyle.courtnage@gmail.com**