



# Excellence in Professional Practice Conference 2017

*Proposal submission guidelines*

The Excellence in Professional Practice Conference (EPPC) aims to inform and support practitioner professional learning, student learning, and educational leadership through keynote addresses, case studies, presentations, workshops and networked discussion groups.

Be an integral part of EPPC 2017 and share your expertise and excellence in professional practice by submitting a proposal to the Excellence in Professional Practice Conference committee.

## Who can submit a proposal?

The EPPC committee encourages submissions from practicing educators across early childhood education services, and primary and secondary schools, including classroom teachers, support teachers and school leaders at different career levels. This conference offers all educators the perfect opportunity to develop their educational profile and share experiences, as well as learn from others.

All proposals are to be led by a practicing educator within a school or early childhood education service. If the proposal involves collaboration with another person, jurisdiction, institution, or company external to the school/service the lead presenter must be the person from the school/early childhood education service.

As a presenter from EPPC 2016 noted

*I encourage other teachers to submit their work for presentation. It is a great professional learning opportunity, a great opportunity to showcase real-world improvement strategies, and a great networking opportunity to engage with the wider education community.*

# Classifying your proposal

All proposals for EPPC must nominate a Conference Strand, Focus Area and Presentation Format.

## CONFERENCE STRANDS

**Presentations at EPPC are grouped into three strands based on themes and specific relevance to excellence in professional practice. When submitting a proposal, applicants are required to identify the relevant strand for their proposed presentation.**

### PROFESSIONAL PRACTICE

Excellence in student-centred learning and pedagogies, theory, policy, research and/or practice, including cross-curricula and general capabilities.

### COMMUNITIES OF PRACTICE

Excellence in teacher centred learning and andragogies - theory, policy, research, and/or practice, including coaching, mentoring, and beginner teacher support.

### LEADERSHIP

Excellence in leading theory, policy, research and/or innovative practice to lead school improvement.

## FOCUS AREA

**Within each strand, there are up to four focal areas. When submitting a proposal, applicants are required to identify their specific focus. For example, a given proposal may explore a Communities of Practice topic, with a focus on Primary education.**

Early Childhood

Primary

Secondary

Whole School (F-12)

## PRESENTATION FORMAT

**After identifying both the Conference Strand and Focus of your proposal, applicants are required to identify the format their presentation will take. There are five main presentation types.**

### Case Study of Practice

45 Minutes

Detailed descriptors of successful practice at particular points in time, or in specific contexts.

### Presentation

45 Minutes

A formal style of presentation that elaborates on a specific practice or research.

### Workshop

90 Minutes

Interactive presentation that may contain extended group discussions and activities.

### Round Table Discussion

30 Minutes

A moderated discussion that addresses a specific question/topic in order to engage the perspectives of participants.

### Poster Display

A display in the exhibition space utilised for breaks between formal sessions during the program.

# Case Study

## 45 Minutes

Case Studies are evidence-based descriptions of successful practice at a particular point in time. Case studies, although context-specific, can provide new insights into successful strategies that can lead to improved outcomes in other settings.

Case studies of practice will involve a 35 minute presentation with 10 minutes for questions and a short written account (max. 1 x A4 pages) which will be made available to conference attendees. Proposals can be submitted by individuals or groups.

Upon successful acceptance of the initial case study overview, an additional case study written account (max. 4 x A4 pages) will be requested.

The case study proposal should be a maximum of 500 words excluding references and include:

- a title (maximum 80 characters) which clearly indicates to conference delegates the focus of the study
- an overview of the context and scope of the study
- an overview of the theoretical, research or methodological approach
- an overview of the data collected and analysed
- the outcomes (results) of the approach (major problems/alternative solutions with evaluative comments, evidence of impact)
- conclusions (key messages for other educators and how they might learn from the case study), recommendations and future directions (what has been learnt)
- appropriate references and resources.

On notification of successful acceptance of a Case Study into the Conference Program, further guidelines will be provided about how to write up a full case study of approximately 4 pages (maximum: 2,000 words). As well as a presentation at the 2017 Excellence in Professional Practice Conference, the case study will be published in an ACER Case Studies publication.

Download the Case Study Template and Assessment Rubric <https://acer.ac/proposaltemplates>

# Presentation

## 45 Minutes

Presentations are evidence-based snapshots of successful practice in particular contexts. Presentations will involve a 35 minute overview and 10 minutes for questions and a short written summary account (max 1 x A4 page).

Copies of the presentation (e.g. PowerPoint slides) which will be made available to conference attendees. Proposals can be submitted by individuals or groups.

The presentation proposal should be a maximum of 500 words excluding references and include:

- a title (maximum 80 characters) which clearly indicates to conference delegates the focus of the session
- an overview of the context and scope of the problem of practice
- an overview of the theoretical, research or methodological approach
- an overview of the data collected and analysed
- the outcomes (results) of the approach (major problems/alternative solutions with evaluative comments, evidence of impact).
- conclusions (key messages for other educators and how they might learn from the presentation), recommendations and future directions
- appropriate references and resources.

Download the Presentation Template and Assessment Rubric <https://acer.ac/proposaltemplates>

# Workshop

## 90 Minutes

Workshops are interactive opportunities to explore evidence-based successful practice. Workshops will include elements such as extended group discussions and activities, mini tutorials around key concepts and opportunities for active learning.

Take away resources will be made available to conference attendees. Workshop proposals can be submitted by an individual or groups.

The workshop proposal should be a maximum of 500 words excluding references and include:

- a title (maximum 80 characters) which clearly indicates to conference delegates the focus of the session
- an overview of the context and scope of the problem of practice including the knowledge, skills, tools, or insights participants might expect to gain from the session
- the appropriate subject/s, year level/s associated to the workshop topic and any prior knowledge and skills participants may require
- an overview of the theoretical, research or methods used to explore an approach to the problem of practice
- an overview of relevant research and data to support the theoretical or methodological approach
- an overview of the activities that will be undertaken in the workshop to support effective results and conclusions
- the key message/s for other educators and how they might learn from the workshop including an overview of suggested recommendations including any changes to policy and/or practice in relation to approach
- appropriate references and resources including relevant handouts, frameworks, templates, resources and references.

Download the Workshop Template and  
Assessment Rubric <https://acer.ac/proposaltemplates>

# Round Table Discussion

## 30 Minutes

Round Table Discussions are opportunities for delegates to pose and explore specific questions around problems of practice in small groups.

The round table discussions are opportunities for delegates to pose and explore specific questions around a problem of practice in small groups. Each discussion will be moderated by the person proposing the discussion question. A maximum of 10 participants will be seated at the discussion table.

The discussion proposal should be a maximum of 200 words and include:

- a title (maximum 80 characters) which clearly indicates to conference delegates the focus of the session
- a key question, and up to two further supporting questions that will be explored in the group discussion
- a short context to the question

For instance:

- Why is this question/topic/issue important to address?
- Does it relate to a specific change in policy/curriculum/practice?
- What evidence is available to answer/address the question or issue?

Download the Round Table Discussion Template and Assessment Rubric <https://acer.ac/proposaltemplates>

# Poster Display

## 1.8 x 1.1m

Displayed over the two days of the conference, poster presentations provide an opportunity to give a succinct visual overview of successful practice.

Posters will be displayed in the exhibition area of the conference and presenters are required to 'man' their poster display during all break times to converse with the conference delegates. A PDF version of the poster will be made available for conference delegates.

Posters should include reference to key literature, evidence, and resources as well as providing insights into approaches and strategies.

Poster presentations provide an opportunity to give a succinct visual overview of successful practice.

The poster display proposal should be a maximum of 200 words excluding references and include:

- a title (maximum 80 characters) which clearly indicates to conference delegates the focus of the poster
- an overview of relevant context, theories, methodologies, and/or research used to explore the successful practice
- an overview of insights into approaches and strategies (teacher &/or student), including visual materials and data to support the display such as graphs, charts, photos, examples of student/teacher work
- specific curriculum content and/or year level/s associated to the practice.
- reference to key literature, evidence, and resources
- a PDF version of the poster will be made available for delegates.

Poster displays will be provided with:

- display board (1.8 x 1.1m)
- trestle table
- power if requested.

# Guide for Presenters

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## Key Contact

The nominated lead presenter will be the key contact for each submission. The nominated presenter must include their details on the submission form, including a mobile phone number.

## Submission of proposals

All proposals are required to be submitted through the online form available at: <https://www.acer.edu.au/eppc/submission-form>

And must be received no later than **5.00pm on Friday 17 February 2017**.

## Selection of proposals

All conference proposals will be double blind reviewed by expert practitioners. This ensures all presentations will demonstrate excellence in evidence based practice.

The EPPC committee reserves the right to accept or reject any proposal submissions.

The acceptance of a proposal does not imply provision of travel, accommodation, or registration for the conference, nor any other costs associated with preparation or presentation of the submission, or attendance at the conference.

Submission of proposals assumes granting ACER permission to edit the proposal for publication on the ACER website and/or in hard copy. All successful presenters will be asked to sign a Presenter Contract with ACER.

Criteria for each proposal type can be downloaded from <https://acer.ac/proposaltemplates>

## Registration of successful presenters

Upon the notification from the EPPC committee of the acceptance of a proposal all presenters nominated in the proposal submission must register for the EPPC 2017 conference. Presenters (up to a maximum of three per proposal submission) will be given a presenter discount rate of \$550.00.

Any additional presenters will be required to register for the conference at the normal registration rate of \$770.00.

Final acceptance of a proposal is conditional to all named presenters registering for the conference.

# Formatting and styling considerations

## Proposal content

Proposals should conform to the proposal format and word limit.

Use the appropriate rubric as a guide to construct your proposal as this will be the tool used to judge the proposal.

All proposals are to identify and align to the conference theme, strands, and foci.

The EPPC committee reserves the right to edit successful proposals to prepare the proposal for publication in the Conference Proceedings in both online and print formats.

All presenters listed in the proposal should ensure they are available throughout both days for program placement.

## Fonts, grammar and references

All abstracts, proposals, and references should use the following format specifications:

- single spacing
- font type Arial 12 point
- please double check all spelling of names and places and ensure spelling and grammar are correct (Macquarie Dictionary)
- please use APA style referencing.

References are not included in the word counts.

## File formats and naming conventions

Proposals may be submitted as either Microsoft Word (.doc) or Adobe PDF (.pdf) files.

File names should follow the convention:

`<Proposal_Title>-<Conference_Strand>-<Focus>.doc/pdf`

If uploading multiple files, please arrange the files in a ZIP (.zip) archive, and apply the naming conventions to both the individual files and to the ZIP archive itself:

`<Proposal_Title>-<Conference_Strand>-<Focus>.zip`

↳ `<Proposal_Title>-<Conference_Strand>-<Focus>.doc/pdf`

↳ `<Proposal_Title>-<Conference_Strand>-<Focus>-Appendix A.doc/pdf`

## Chairing of sessions

The EPPC committee recognises that a number of presenters may be first-time presenters or may not have presented sessions to peers outside of their school environment and thus this can be a daunting process. To act as a valuable support mechanism to all presenters, the EPPC committee asks scheduled presenters to Chair another session.

The session Chair plays an important peer support and administrative role in the conference: introducing sessions, time-keeping, acting as support and managing questions.

## Conference Awards

The best session presented in each category over the conference will be presented with a prestigious Australian Council for Educational Research (ACER) award.

Award recipients' work will be showcased by ACER. Award winners will be announced and receive their award after the final keynote session. To be eligible for award, final presentations need to be submitted two weeks prior to the conference (Wednesday 10 May 2017).

## Additional Information

A 100-word biography, plus a high-resolution jpeg head-shot photo of all presenters (clearly identified in the name of the file) are required for promotional use for the conference. On the notification of a successful proposal submission these items will be requested.

## Key dates

Proposals will be accepted from Monday 14 November 2016 through to Friday 17 February 2017. All proposals must be received no later than **5.00pm on Friday 17 February 2017**.

## Contact

For any enquiries regarding the Excellence in Professional Practice Conference, please contact

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