



## Presenter Expectations & Responsibilities (Includes Lead Presenters, Co-Presenters, and Panelists)

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Thank you for your interest in presenting at this year's La Cosecha Conference. To ensure that your experience is a good one, please review and share the following information with Co-presenters or Panelists.

### Timeline:

Below is a timeline of important dates associated with your presentation proposal:

- April 28, 2023 – All proposals must be completed and submitted through the online portal
- June 16, 2023 – Selected proposals will receive notification of proposal status via email
- July 14, 2023 – Deadline for selected presenters to accept or decline participation
- August 25, 2023 – Conference Program draft posted for review & confirmation at: [lacosechaconference.org](http://lacosechaconference.org)
- September 15, 2023 – Deadline for updates/changes to accepted presentations
- September 23, 2023 – Deadline for Lead Presenter to register at special \$290.00 rate
- September 23, 2023 – Deadline for Co-Presenter(s) to register at regular registration rate

### Expectations and Responsibilities

As a presenter, it is essential that your online proposal is completed by April 28th, ensuring that you have clicked "**SUBMIT**"! Please save your confirmation email as verification.

- **Lead Presenters must ...**
  - register at the special rate of \$290 (by Sept 23rd) and \$390 after that. Please go to [www.lacosechaconference.org](http://www.lacosechaconference.org) for rates and link to register.
  - ensure that all Co-presenter and presentation information is submitted correctly. This is how it will appear in the program.
  - share the presentation proposal with all Co-presenters
  - be on the lookout for related communications based on the timeline above.
  - let the planning committee know if there is a need to cancel the presentation (as early as possible) so that there is time to invite waitlisted presentations to participate.
  - provide a cell phone number, as this allows the committee to contact you about the status of your proposal and to send you presentation-related information before and during the conference.

- **All Co-Presenters/Panelists must**
  - register at the NEW/RENEWING registration rate. Please go to [www.lacosechaconference.org](http://www.lacosechaconference.org) for registration rates and links to register. Register early for better pricing!
  - stay in communication with your lead presenter as all presentation-related correspondence will be channeled through the main email/phone number provided.
  - notify your lead presenter of any changes in your availability to present. Any changes to your presentation's description must be made by the date listed above.

***If for any reason you have questions between now and the conference,  
please contact Jill Hutson at [jill@dlenm.org](mailto:jill@dlenm.org).***

#### **In-Person, Virtual, and Pre-Recorded Presentations:**

While La Cosecha will primarily be held in person, a smaller number of presentations will be offered virtually, either recorded live in-person, live via Zoom, or pre-recorded. You will be notified of which format your presentation was selected to be provided in by June 16, 2023.

#### **Proposal Evaluation and Selection:**

Historically, La Cosecha receives far more proposals than there is room to accommodate. Therefore, not all proposals can be accepted. All proposals will be evaluated and chosen by a committee of dual language educators based on content, alignment with dual language education, and the Guiding Principles for Dual Language Education. Extra consideration is given to presentations offered by classroom teachers and those offered in a language other than English.

#### **Registration:**

Lead Presenters receive a special registration rate of \$ 290.00! Co-Presenters and panelists register at the regular conference registration rate. All presenters must register by September 23rd.

There are a limited number of complimentary **registration scholarships** offered to those Lead Presenters and Co-Presenters who do not have a school or institution that can fully support their participation. If you would like to apply for a registration scholarship, you must complete the [presenter scholarship application here](#). The deadline to complete the complimentary registration scholarship applications is July 14, 2023. All applicants submitting by the deadline will be notified of the committee's decision by August 11, 2023.

#### **Tips to strengthen your proposal/session:**

- Plan for the best use of time within the allotted 75-minute sessions. Participants appreciate opportunities to interact with content and to ask questions. Presentation, Workshop, & Panel formats available.
- Explain how your topic relates to dual language education. Don't assume the selection/review committee will clearly understand the connections – explain!
- Be specific on your target audience (i.e., grade levels, positions, etc.).
- Respect limited space for session title (100 characters) and descriptor (600 characters). The selection/review committee may not be able to accurately score your presentation if critical information is left out.
- The title and the description must be in the language of the presentation. If you are presenting in Spanish, then please provide the title and description in Spanish.
- Choose the most appropriate Conference Strand(s) for your session. The selection/review committee will score your presentation based on the "fit" with the strand you select.