ATE
PRINCIPAL
INVESTIGATORS
CONFERENCE

OCTOBER 24-26, 2018

LEADING DEVELOPMENT OF

AMERICA'S
TECHNOLOGICAL
WORKFORCE

CELEBRATING

25
YEARS

#ATE@25

AMERICAN ASSOCIATION OF COMMUNITY COLLEGES

NSF

Call for Sessions

The agenda for the 2018 ATE PI Conference offers opportunities for ATE project and center participants to conduct presentations, lead demonstrations and workshops, and facilitate discussion sessions and breakfast roundtables.

IMPORTANT DEADLINES

Call for Sessions
August 24, 2018

Student Application Submission
September 11, 2018

Showcase Session Space and AV Reservation
September 19, 2018

Conference Registration
September 26, 2018

Hotel Reservations
September 26, 2018

Proposal Submission Information

Session guidelines and detailed information for submitting proposals can be found below and at **www.aacc.nche.edu/2018ATE**. All proposals must be submitted using the online form. The deadline for submission is **Friday, August 24**. Participants will be notified about the proposals that have been accepted for the conference and the session schedule by Friday, September 21.

Session Theme

The theme for this year's conference celebrates the 25 year history of the ATE program and focuses on the significant role that ATE projects and centers play in creating and implementing successful and impactful career pathways resulting in a highly skilled U.S. workforce. By engaging in strong industry, community, and academic partnerships, ATE projects and centers are actively leading development and implementation efforts to provide innovative technological education programs that prepare students with the needed technical and professional skills to be successful in the global workplace.

Session Criteria

Sessions will be selected based on their alignment with the conference theme, *ATE@25: Leading Development of America's Technological Workforce* and the ability of session leaders to address the following criteria:

- Share case studies, experiences, promising strategies, and lessons learned that demonstrate evidence-based project or center impact in one of the topic areas identified by the session tracks provided below.
- Focus on learning experiences and promising strategies that are common or relevant across disciplines and different project areas.
- Engage participants in interactive learning activities and provide take-away resources that participants can use and/or implement in their own work.
- Demonstrate collaboration among ATE centers or projects with strong preference given to session proposals that involve more than one project or center in a presenting role that can speak to project impact.

Session Collaboration

AACC provides information on its conference website to assist ATE projects and centers with identifying potential session collaborators and similar projects— such as searching through ATE Central or the NSF awards database. AACC reserves the right to identify similar session proposals and ask those submitting to work together on conducting a session, as well as to change the presentation type as needed to adhere to session guidelines.

Session Tracks

In keeping with the conference theme, individuals proposing sessions for the 2018 ATE PI Conference are encouraged to submit in one of the following six tracks. Where applicable in all tracks, submissions should demonstrate how the ATE community has successfully broadened impact through partnerships and collaboration with key stakeholders. Including internal and external stakeholders (e.g. college leadership, industry representatives, secondary or four-year college representatives, etc.) as presenters is strongly encouraged.

- **Track 1. ATE@25: Leading Development of America's Technological Workforce**
  Examples of topics in this category include: evidence-based teaching strategies; undergraduate research; competency-based learning; work-based learning; stackable credentials; credit for prior work experience; internships; apprenticeships; bridge programs; addressing emerging career fields/technologies; career pathways; and assessment strategies and resources.

- **Track 2. Developing STEM Leaders in Innovation**
  Examples of topics in this category include: methods and models for professional and faculty development; faculty externships; leadership development; new PI succession planning; and mentoring programs.

- **Track 3. Engaging Students for Success in STEM**
  Examples of topics in this category include: interactions with secondary school CTE programs; dual enrollment; career awareness/outreach; working with guidance counselors and career coaches; summer camps; direct student interaction with industry; strategies for recruiting and retaining underrepresented students.

- **Track 4. Advancing Innovation through STEM Research and Evaluation**
  Examples of topics in this category include: strategies for conducting institutional and educational research; partnering with four-year colleges on student learning outcomes; strategies for sustaining and scaling programs; strategies for capturing reliable impact data; and evaluation.

- **Track 5. Broadening the Impact of ATE by Engaging Partners**
  Examples of topics in this category include: creating and leveraging partnerships with business and industry, college administrators, secondary schools, funders, local/state government, and/or the community; addressing workforce development needs through collaboration with business/industry; and outreach and marketing to external constituents.

- **Track 6. Sharing Proven Practices in Grants Management and Program Administration**
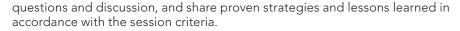 Examples of topics in this category include: project and fiscal management; meeting evaluation and accountability challenges; strategies for sustaining and scaling programs; working with college administration; preparing annual reports; and dealing effectively with unforeseen project changes.

Session Formats

Proposals will be accepted as one of the formats described below. Please note that all grantees are required to participate in a Showcase session. Showcase sessions are separate from this Call for Sessions process. See the separate Request for Showcase Sessions on the conference website for additional information.

FORUM

A forum session should involve at least two, but no more than three presenters and a facilitator. *Preference will be given to sessions that involve multiple presenters who represent different projects and centers.* Session proposals that focus solely on a general report out of a project's or center's activities will not be accepted. Forums should include an experienced facilitator who will present 2-3 thought-provoking questions to the panelists and coordinate presentations in addressing the session topic. Forums must allow for audience participation and interaction through

questions and discussion, and share proven strategies and lessons learned in accordance with the session criteria.

Session Length: 45 minutes

Time Slots: Thursday, October 25 from 10:15 – 11:00 a.m. or 11:15 a.m. – Noon

Session Capacity: Varies, up to 50 people

Maximum Number of Presenters: 3 presenters/ 1 facilitator

AV Provided: Rooms will be equipped with a laptop, data projector, and screen.

DEMONSTRATION

Demonstrations are formal 30 minute presentations that show how to use or apply a pedagogical tool or concept. The proposal should describe how the presenter (or a small number of presenters) will walk attendees through a clear, step-by-step explanation of the concept or tool, how it compares to other teaching and learning tools, its strengths and weaknesses, and how it can best be applied or implemented. Presenters should be experts on the concepts or tools they are presenting. *Note:* Demonstration sessions are not intended as a report out of project or center outcomes but serve rather as a venue to explain a pedagogical tool or concept. To share information on project and center work, ATE grantees are required to participate in the conference Showcase Sessions. Please see the separate Request for Showcase Sessions on the conference website for additional information.

Session Length: 30 minutes

Time Slots: Thursday, October 25 from 2:15 – 2:45 p.m. or 3:00 – 3:30 p.m.

Session Capacity: Varies, up to 40 people

Maximum Number of Presenters: 3 presenters

AV Provided: Rooms will be equipped with a laptop, data projector, and screen. Internet is also available for demonstration sessions upon request.

DISCUSSION SESSIONS

The discussion session format offers an interactive venue for ATE grantees to share promising practices and lessons learned with other members of the ATE community, to network, share insights, and explore ways to collaborate around areas of similar interest. Discussion moderators serve as facilitators of interactive, substantive discussions and small group activities. Proposals should explain the overall context surrounding the anticipated discussion, as related to the conference track, and clearly identify the intended audience. Discussion proposals should also reflect the capacity to generate new ideas and questions from conference attendees as a means of making the session stimulating and meaningful.

Session Length: 45 minutes

Time Slots: Thursday, October 25 from 10:15 – 11:00 a.m. or 11:15 a.m. – Noon

Session Capacity: Varies, up to 30 people

Maximum Number of Moderators: 2 people

AV Provided: No AV is provided for discussion sessions. Flip charts and markers are available if requested prior to the conference.

BREAKFAST ROUNDTABLES

Breakfast roundtables provide forums for informal discussion of a specific topic among small groups. Attendance is first-come, first-served and limited to a maximum of 12 people, including the moderator, seated around one round table.

Session Length: 60 minutes

Time Slots: Thursday, October 25 or Friday, October 26 from 7:45 – 8:45 a.m.

Session Capacity: 12 people including the moderator seated around one table

Maximum Number of Moderators: 1 person

AV Provided: No AV is provided for breakfast roundtables. Moderators typically bring handouts or take-aways for participants.

HIGH IMPACT PRACTICE WORKSHOPS

High impact practice workshops are multi-presenter/facilitator sessions designed to address targeted areas of need within the ATE community, such as those identified in the conference tracks, including but not limited to addressing challenges in student recruitment/retention, grants management, evaluation, stakeholder engagement, and the implementation of new pedagogical or technological tools to keep in pace with industry demand. High impact practice workshops should focus on content that is relevant and applicable across STEM disciplines. Session proposals should identify the area of need or challenge to address, outline proven practices to be shared, include 3-4 learning objectives, and provide key takeaways for session participants. A short bio for presenters will also be required to demonstrate their experience in leading workshops.

Session Length: Two hours with a 15 minute break

Time Slots: Friday, October 26 from 10:15 a.m. – 12:30 p.m.

Session Capacity: Varies, up to 80 people

Maximum Number of Presenters: 6 people

AV Provided: Rooms will be equipped with a laptop, data projector, and screen.

SYNERGY MEETINGS

Synergy meetings are informal gatherings of like-minded individuals who wish to discuss a certain topic without a pre-planned agenda. Synergy meetings are a great place to meet other ATE community members with similar projects and/or interest. Synergy meetings allow groups to meet and discuss issues relating to regular conference sessions and discuss common challenges. The meetings can be used to gather the people you have been working remotely with on a project, as well as potential new collaborators, into a space to conduct a deep dive on a topic.

Session Length: 60 minutes

Time Slots: Friday, October 26 from 10:15 a.m. – 11:15 a.m. or 11:30 a.m. – 12:30 p.m.

Session Capacity: Varies, up to 50 people

Maximum Number of Presenters: 5 people

AV Provided: Rooms will be equipped with a laptop, data projector, and screen.

Conference Registration

All conference participants are directed to register online for the ATE Conference through the event website at **www.aacc.nche.edu/ 2018ATE** by the deadline of **September 26, 2018**.

ATE Projects

Each ATE project will receive **two** complimentary registrations. Projects may also bring up to three additional people, each of whom must pay a $350 registration fee. ATE projects may register up to a maximum of five people to attend the conference. For the purposes of this invitation, renewals of a previous grant count as only one project or center.

ATE Regional, Resource, and National Centers

Each ATE center will receive **two** complimentary registrations. Centers may also bring up to five additional people, each of whom must pay a $350 registration fee. ATE centers may register up to a maximum of seven people to attend the conference. For the purposes of this invitation, renewals of a previous grant count as only one project or center. Please note that ATE center planning grants are counted as an ATE project.

Multiple ATE Grants

Colleges or institutions with more than two ATE grants can register up to a maximum of 15 people to attend the conference. Multiple projects or centers will receive a maximum of five complimentary registrations. They may also bring up to ten additional team members, each of whom must pay a $350 registration fee.

ATE Projects and Centers in No-Cost Extensions

ATE projects and centers in no-cost extensions may be invited to attend the event as space permits. Invited projects and centers in no-cost extensions can bring up to two people to attend the conference, each of whom must pay a $350 registration fee.

Registration Substitution and Cancellation Policy

Please note that all participant registrations that require payment are responsible for their registration fees if they do not cancel and do not attend the conference. Participant substitutions can be made at any time by emailing **ate@aacc.nche.edu**. Refunds minus a $25 cancellation fee will be made after the conference for cancellations received in writing by Friday, October 12, 2018. No refunds will be issued for cancellations received after October 12, 2018.

Hotel & Travel Information

Lodging

The conference will be held at the Omni Shoreham Hotel, 2500 Calvert Street, NW, Washington, DC (phone 1-800-THE-OMNI or 202-234-0700). All participants are responsible for making their own hotel reservations. Reservations can be made online through the "Hotel and Travel" page of the ATE Conference website or by calling 1-800-545-8700. When calling the hotel, be sure to say that you are a part of the ATE Conference. You will be required to provide a credit card number to guarantee your room and cover any incidental fees accrued during your stay. Please make your own hotel reservations before **Wednesday, September 26**. If reservations are not made by September 26 (the cut-off date for guaranteed room reservations and special conference rate), you will be responsible for any difference in room costs above the conference rates.

Hotel Costs

AACC will cover lodging expenses for designated participants: two rooms for projects and two rooms for centers for the nights of October 24 and 25. Colleges or institutions with more than two ATE grants will receive lodging expenses for a total of five rooms for the nights of October 24 and 25. *These rooms will be billed to the AACC master account following the September 26 cut-off date, but incidental expenses are the responsibility of the attendees.*

Hotel Costs and Designated Participants

The participants that register as complimentary on a grant (two for projects and two for centers) will automatically have the cost of their hotel rooms for the nights of October 24 and October 25 charged to the AACC master account. If a project or center would like to assign their complimentary room nights to individuals that are not receiving the complimentary registrations as part of their grants, please email that request to **ate@aacc.nche.edu** by September 26 so AACC can properly code the hotel reservation list.

Please note that all participants are required to make their own hotel reservations; and complimentary rooms will be assigned to the master account following the September 26 cut-off date.

Additional Room Costs

The cost of additional rooms (reserved by September 26) is $261.00 (single/double) plus tax and will be billed to the individual. Meeting participants who would like to come early or stay late may do so and pay the cost of additional room nights at the rate of $261.00. The hotel will honor this room rate three days prior and three days after the conference dates subject to availability.

Travel

All attendees are responsible for their own travel arrangements. The closest airport to the hotel is the Washington Reagan National Airport (DCA), which is accessible by the Washington Metrorail system. The Omni Shoreham is conveniently located one block south of the Woodley Park Station on the red line of the Metrorail. Other area airports include Baltimore-Washington International (BWI) or Washington Dulles (IAD). For information on taxi and shuttle service from area airports, please see the ATE Conference website at: **www.aacc.nche.edu/2018ATE**.

Conference Meals

The following meals will be provided at the conference.

Wednesday • October 24.......... Evening reception
Thursday • October 25 .... Breakfast, lunch, afternoon reception
Friday • October 26 .... Breakfast, box lunch

Pre-Conference Workshops

Wednesday • October 24

Five optional pre-conference workshops will be held on Wednesday, October 24. Advance registration and a $50 fee are required for all attendees. Please see the conference website for workshop descriptions and further information.

WORKSHOP A **Getting Started for New Grantees**
1:00 – 5:00 p.m.

WORKSHOP B **ATE PI Survival Guide: Surviving and Thriving in the ATE Program**
1:00 – 4:00 p.m.

WORKSHOP C **Lessons from Big Duck, NY: How Branding & Marketing Strategies Can Strengthen Your ATE Work**
1:00 – 4:00 p.m.

WORKSHOP D **Using Social Media as a Recruitment and Retention Tool**
1:00 – 4:00 p.m.

WORKSHOP E **Survey Fundamentals: Good Data Starts with Good Questions**
1:00 – 4:00 p.m.

www.aacc.nche.edu/2018ATE

Showcase Space and AV Reservations

Space for the showcase sessions MUST be reserved by **Wednesday, September 19, 2018**. Showcase reservations and AV requests can only be submitted online through the "Showcase Session" page of the ATE Conference website.

AACC will send out showcase assignments and booth numbers following receipt of your showcase reservation request. All booth numbers will be distributed by Wednesday, September 26. Priority showcase space is assigned on a first-come, first-served basis so please be sure to submit your showcase request in advance of the **September 19 deadline**.

Showcases must be confined to the space assigned by AACC.

ATE PROJECTS AND CENTERS

Each ATE project and center will be assigned an 8' x 10' booth with an 8' high backwall, 3' high side drape, one 6' x 30" table, and two chairs. Participants will have a one-hour set-up period before the session and a 45-minute tear-down period immediately following the session.

NEW ATE GRANTEES

NSF asks all new grantees to participate in the showcase sessions. Poster boards and pins can be requested for new grantees to assist with preparing a display.

BOOTH AUDIO/VISUAL

All project and center booths will be provided with access to electricity. In addition, AACC can provide limited AV resources at no cost to showcase participants. Project and center booths may reserve **one** of the following:

- 20" Flat Screen Computer Monitor (Monitor Only)
- Projection Screen (Screen Only)

POSTER BOARD AND PINS

Poster boards and pins can be provided to new ATE grantees that have not yet had an opportunity to create a more formal display. Please see the conference website and orientation webinar for further information about showcase preparation.

INTERNET

Internet connections are not available through AACC, but you may make your own arrangements and pay for this expense through the hotel directly. Please see the exhibitor kit for more details.

CANCELLATION OF EQUIPMENT

Please note that any cancellation of showcase equipment requests must be received in writing by October 12. Colleges and institutions will be invoiced following the conference for any equipment that they order but do not use on site. If you require equipment not listed above, you must cover the costs and make arrangements yourself with the conference AV company.

SHOWCASE SHIPPING INFORMATION

All fees and shipping arrangements are the responsibility of the conference attendee and must be handled through the conference's exposition services company. Please refer to the "Showcase Session" page of the conference website to download a showcase exhibitor kit with detailed information including shipping and handling rates.

Showcase Sessions and AV Reservations

All projects and centers are required to present a display that captures the purposes and products of their programs. The showcases will be divided into two sessions featuring both ATE centers and projects; one scheduled on the evening of Wednesday, October 24, and the other on the afternoon of Thursday, October 25. The showcase sessions are key components of the conference. They provide grantees an opportunity to exhibit their programs and share information with other programs, and with non-ATE guests at the conference. These showcases are a highlight of the conference, so please spend time developing and assembling your displays to show your work to its best advantage.

Showcase Session Schedule

SHOWCASE 1: Project and Center Showcase
Wednesday • October 24, 2018

Showcase Set-up .... 3:15 – 5:00 p.m.
Showcase Session .... 7:00 – 9:15 p.m.
Showcase Tear Down .... 9:15 – 10:00 p.m.

SHOWCASE 2: Project and Center Showcase
Thursday • October 25, 2018

Showcase Set-up .... 7:30 – 8:45 a.m.
Showcase Session .... 3:45 – 6:00 p.m.
Showcase Tear Down .... 6:00 – 6:45 p.m.

Each project or center may nominate up to two students or recent alumni to attend the conference by having him or her apply online at **www.aacc.nche.edu/2018ATE**. The application must be submitted to AACC by **Tuesday, September 11, 2018**.

A review committee will evaluate the applications received and select up to 50 students to attend the conference. AACC will notify these individuals by Friday, September 14. If your nominee is chosen, AACC will provide them with complimentary registration and lodging for two nights, October 24 and 25, 2018. Your institution is expected to cover his or her transportation costs to and from the conference.

Students/alumni selected to attend are required to:

- participate in a student orientation webinar on Wednesday, September 19, 6:00 – 6:30 p.m. (ET) or view the recorded version of the webinar on AACC's website prior to attending the conference;
- participate in a student poster session on Thursday, October 25 from 12:00 – 2:00 p.m.;
- participate in a student/alumni recognition breakfast on Friday, October 26, 7:30 – 8:45 a.m.;

There will also be an opportunity for students to take part in student-led presentations and sessions at the conference.

Students who have attended past ATE conferences have enjoyed the opportunity to share information about their programs of study and career paths with conference attendees. Students are expected to prepare a poster and participate in a student poster session on October 25. AACC will provide fabric boards and Velcro for mounting the posters to the display boards on site at the event. Please consult the event website for specific information pertaining to student poster preparation guidelines.

To provide an overview of the conference and further information about student involvement, AACC will host a "Student Orientation Webinar" on **Wednesday, September 19, 2018 at 6:00 p.m. ET**. This webinar will also be available for view and download on the AACC website following its air date. Further information on the webinar, including access instructions, will be distributed with the student acceptance letters.

Student/Alumni Participation Scholarships

Please alert your project team members about this opportunity for students/alumni, and encourage someone who has been affected by your ATE project to apply. Individuals selected through this application process do not count toward the maximum participants a center or project can bring to the conference.

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SAVE THE DATE!

PLEASE MARK YOUR CALENDARS FOR THE 2019 ATE CONFERENCE

October 23-25, 2019 • Omni Shoreham Hotel, Washington, D.C.

AMERICAN ASSOCIATION OF COMMUNITY COLLEGES

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