CFP Online Submission Form Questions

2020 Global Education Conference | April 6 – 10, 2020

This document provides step-by-step instructions, with annotation, on how to fill out the Call for Proposals form. The document will walk you through each screen on the form and provide more context on what USAID is looking for.

FIRST SCREEN – INTRODUCTION

Instructions - Read the general information and guidelines to understand the submission criteria before advancing on the form. Once you create a profile, you can save your progress and return to the form later to complete your submission.

SCREEN CONTENT

USAID 2020 Global Education Conference
Education Today, Opportunity Tomorrow

Call for Proposals

🛑 PLEASE NOTE: The proposal submission process closes at 11:30 pm EST on Friday, November 15, 2019.

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On April 6-10, 2020, the U.S. Agency for International Development (USAID) will host the 2020 Global Education Conference. The USAID 2020 Global Education Conference is our opportunity to create an ongoing system of learning, build relationships, and networks across sectors and countries, and share our collective knowledge, evidence, and experience to better support education as a critical part of a country's journey to self-reliance.

USAID is striving to ensure that a variety of voices will be heard, we encourage a broad range of partners to submit proposals.

ⓘ Download the Call for Proposal (CFP) Guidelines
ⓘ Download the CFP FAQs

Submitters can only submit one proposal where you are the lead presenter, however, you can be listed as a co-presenter on submissions by other lead presenters. USAID values all submissions and seeks to cover all conference tracks and showcase a diverse group of stakeholders and partners. Please note that not all proposals will be selected to be presented at the conference.

Session proposals should distill theme-based insights, evidence, and emerging best practices into actionable approaches/recommendations for attendees to carry forward into their programming. In your description please provide details on how you would organize your session (including any audience participation or interactivity), what key messages you would focus on, what learning outcomes participants will achieve, and what takeaways the audience can expect to receive.

SECOND SCREEN – LEAD SUBMITTER INFORMATION – *Contact Details*

> **Instructions -** Enter the contact information for the lead presenter on the submission. There is a section of the form for co-presenters to be added later if they lead presenter expects to have other co-presenters.

14% Complete

Lead Presenter Contact Information

Contact Information

Please enter your name, title and organization as you would like it to appear in the printed program for the conference. Do not enter information in ALL CAPS or all lowercase.

Salutation * **First Name** * **Last Name** *

Job Title/Position * **Dept./Division** *

Organization *

Email Address *

Phone Number * ?
+1-123-456-7890

Country of Work *

Travel Acknowledgement ?
☐ I am able to travel to the U.S. if my proposal is accepted

[<< PREVIOUS] [SAVE PROGRESS] [NEXT >>]

Website • Email questions to edulinks@usaid.gov

Page Includes:

- Salutation *(Response Required)*
- First Name *(Response Required)*
- Last Name *(Response Required)*
- Title/Position *(Response Required)*
- Dept. Division *(Response Required)*
- Organization *(Response Required)*
- Email Address *(Response Required)*
- Phone Number *(Response Required)*
- Country of Work *(Response Required)*

Travel ? **Acknowledgement**

THIRD SCREEN – PART ONE OF YOUR PROPOSAL DATA – *Proposal Details*

About Your Proposal

Do not enter information in ALL CAPS or all lowercase.
_____

Screen Includes:

Thematic Track: Dropdown *(Required)*
- Systems Strengthening
- Evidence-Based Decision-Making
- Coordination and Collaboration
- Supporting a Country's Journey to Self-Reliance

Levels of Education: Dropdown *(Required)*
- Pre-Primary Ed
- Primary Ed
- Secondary Ed
- Alternative Pathways
- Higher Ed
- Other

Technical Area: Checkboxes(Required)
- Early Childhood Development
- Literacy
- Numeracy
- Social and Emotional Learning and Soft Skills
- Promoting Equity and Inclusion
- Education in Crisis and Conflict
- Workforce Development
- Teacher Support and Professional Development
- Research, Innovation, and Partnerships
- Positive Youth Development

Proposal Type: Dropdown
- Fireside Chat
- Ignite Talk
- Fail Fest Story
- Panel Discussion
- Poster Presentation
- Other

Session Title *(Required)*

Presentation Snapshot *(Required)*

Presentation Description (Maximum 500 words) *(Required)*

Supporting Document Upload
If you choose, you may upload supporting documents (to accompany the description of your session. These may include relevant stories, case studies, reports, key learnings from programming (both positive and constructive), learning takeaways, and other evidence. 20MB max file size allowed per document upload.

Optional Supporting Doc 1 Upload

Optional Supporting Doc 2 Upload

DO NOT submit letters of recommendation, marketing brochures, audio recordings, or bibliographies.

Do you have co-presenters? *(Required)*
If you select "yes" there will be co-presenters, the co-presenter details screen will appear. If you select "no" or "not sure yet" the co-presenter screen is skipped.

FOURTH SCREEN – PART TWO OF YOUR PROPOSAL DATA – *Co-Presenter Details*

Instructions - Enter the information for each co-presenter you on your proposal. You will only see this screen if you indicated on the previous screen that "yes" that you have co-presenters.

Co-Presenter Details

If you have any co-presenters for your presentation, please list them here.
_____

Screen Includes:
Co-Presenter #1
Name: (CP1)
Title: (CP1)
Organization: (CP1)
Email: (CP1)
Country of Work: (CP1)

Co-Presenter #2
Name: (CP2)
Title: (CP2)
Organization: (CP2)
Email: (CP2)
Country of Work: (CP2)

Co-Presenter #3
Name: (CP3)
Title: (CP3)
Organization: (CP3)
Email: (CP3)
Country of Work: (CP3)

Co-Presenter #4
Name: (CP4)
Title: (CP4)
Organization: (CP4)
Email: (CP4)
Country of Work: (CP4)

FIFTH SCREEN – PART THREE OF YOUR PROPOSAL DATA – *Co-Presenter Details*

Instructions -Under the *Bio Upload* field, upload one Word file that includes the short bio for yourself (the lead presenter) and any co-presenters. For the Image Upload fields, upload a portrait of yourself and one for each of your co-presenters. Before uploading, please ensure the file name contains the name of the person whose image is shown in the file.

Bios and Images

Upload one Word document that contains the short biographies of the lead presenter and any co-presenters.

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Screen Includes:

Bio Upload *(Required)*

Upload image files of the lead presenter and any co-presenters. Include the name of the individual in the file name.

Image Upload 1

Image Upload 2

Image Upload 3

Image Upload 4

Image Upload 5

SIXTH SCREEN – PART FOUR OF YOUR PROPOSAL DATA – *Presenter Needs*

Instructions - Please inform us of any anticipated setup needs by selecting a box or typing out your request.

Presenter Needs

Tell us your anticipated needs if your proposal is accepted.

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Screen Includes:

Audio-visual (AV) Needs *(Required)*

Projector/screen

Flipchart easel w/markers

Display easel

I'll have embedded video

I'll have embedded audio

Not sure yet

Other

Accessibility Needs

Visual Impairment Assistance

Hearing Impairment Assistance

Mobility Assistance

Other

SEVENTH SCREEN – PART FIVE OF YOUR PROPOSAL DATA – *Disclaimer*

Instructions - Carefully review the information on the screen. Give your acceptance of the disclaimer by using the mouse or, if you have a touchscreen, your finger to sign in the box.

Disclaimer
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Screen Includes:
DISCLAIMER STATEMENT

1. I understand that the submission of my proposal does not mean that my proposal is automatically accepted to be presented at the USAID 2020 Global Education Conference as a presenter.

2. I understand that I am only allowed to submit one proposal as a lead presenter, but I can be listed as a co-presenter on submissions by other lead presenters.

3. I have made every effort to guarantee the accuracy of the information supplied herein on the Call for Proposals Form.

4. I understand that if my proposal is accepted for presentation, USAID has the right to publish it as part of post-event resources on the event website.

5. If my proposal is accepted, I understand that I can recommend a colleague to present the proposed content in case unforeseen circumstances prevent me from being available during the event.

By signing this statement, I declare that the mentioned terms and conditions in the disclaimer statement and the guidelines for proposal submission and presentation are understood and accepted and will be complied with and maintained.

USE YOUR MOUSE OR FINGER TO SIGN HERE

EIGHTH SCREEN – CONFIRMATION

Instructions - This screen informs you that you have successfully completed the submission process.

Confirmation
_____

Screen Includes:

Your proposal has been successfully submitted.
Reference #: _____

Submit Another Response

CONFIRMATION EMAIL

EMAIL TEXT
Confirmation

_____

Screen Includes:

Dear <First Name>,

Thank you for submitting your proposal to the USAID 2020 Global Education Conference. This email serves as confirmation that we have received your submission. All submitted proposals will be reviewed by the committee. The submission period will close on November 15, 2019. Shortly thereafter, we will contact you to let you know if your proposal was selected. If you have any questions, you can direct them to edulinks@usaid.gov. For more information on the conference, please go to https://www.edu-links.org/2020GEC.

<RECAP OF ALL THE FIELDS COMPLETED BY THE SUBMITTER>