



CAEL 2009 International Conference WORKING TOGETHER TO MAKE LEARNING LIFELONG

CALL FOR PROPOSALS

The 2009 CAEL International Conference, "Working Together to Make Learning Lifelong," will be held November 18-20, 2009, at the Westin Hotel on Michigan Avenue in Chicago, Illinois. CAEL invites you to submit a proposal for a workshop or roundtable session. We seek original, high-quality proposals for each of our sessions. In keeping with the theme of the 2009 conference, CAEL welcomes presentations and activities designed to appeal to a broad spectrum of professionals involved in adult learning.

CAEL is seeking programs that focus on how educators, employers, union representatives, policy makers, public service professionals, and volunteers can work together to support lifelong learning in higher education, business, and industry.

- ❑ How implementing Adult Learning Focused Institution (ALFI) principles has affected institution practices and created partnerships in the community
- ❑ How offering students Prior Learning Assessment (PLA) benefits the learner, the institution and the employer
- ❑ Methods for marketing to adult learners and tailoring programs to their needs
- ❑ How tuition assistance has affected employee satisfaction and retention
- ❑ How career lattices have affected an industry
- ❑ How industry-based online education affects the partner institutions, the industry partners and the incumbent worker

FORMATS OF SESSIONS TO BE OFFERED:

1. **Workshops:** These are one hour and 15 minutes in duration: structured, prepared programs in a dedicated room with the option for audiovisual support.

2. **Informational Roundtable Sessions:** These sessions are 45 minutes: interactive discussions in an informal setting, with other discussions occurring simultaneously in the same room. No audiovisual support is available. The discussions are intended to promote lively interaction among participants.

CHARACTERISTICS SOUGHT:

Preference will be given to sessions that:

1. actively engage participants
2. have multiple presenters from more than one institution or organization

SPEAKER NOTIFICATIONS AND INFORMATION:

A committee of CAEL members and executives will assess the relevance of program content to the diverse population of attendees to ensure that conference workshops reflect the theme of the 2009 conference. The review will be completed by the end of June, 2009 and CAEL will send presenter confirmation notices in July, 2009. After receiving notification of acceptance, presenters must confirm with CAEL their intention to participate. All presenters are responsible for registering in advance for the conference, *paying the full conference registration fee*, and securing and paying for travel and lodging. In addition, presenters must notify CAEL of any changes, including cancellations, by September 21, 2009.

COMPLETING THE CONFERENCE PROPOSAL SHEET:

When completing the Conference Proposal Form, follow these guidelines:

1. **Proposed Title of Session:** Please provide the entire title. (Remember, a shorter title is more effective.) Please ensure that the session title accurately reflects the content of the proposed session.
2. **Summary Description of Proposed Session** (not to exceed 75 words): Please send the description of the session via e-mail to kirish@cael.org. The description should provide complete information as to the 1) content, 2) format (experiential interactive formats are encouraged for workshops) and 3) learning outcomes. If selected, the description of your session will be used for publication in the conference program. This is how participants decide which session to attend; make your abstract interesting and accurate.
3. **Biographical Statement(s)** (not to exceed 100 words each): Please send biographical statements for all presenters via e-mail to kirish@cael.org.
4. **Preferred Format:** Please indicate whether you prefer to present a workshop (1-1/4 hours, in a separate room for approximately 40 attendees, offered concurrently with five other workshops, audio/visual support available; multiple presenters encouraged) or a roundtable session (45 minutes, informal, interactive, presentations: this format, with multiple sessions in the same room, gives attendees and presenters the opportunity to share and examine problems, issues, and solutions in a casual, direct, one-on-one environment.) If you have no preference, CAEL will determine the format we believe best fits the overall conference design.
5. **Preferred Track:** From the list presented on the Conference Proposal Form, please indicate the track by which your presentation is best categorized.
6. **Information on Person Submitting Proposal:** Please provide complete contact information for the person submitting the proposal and for any additional presenters. Attach separate sheets if necessary. All presenters are responsible for registering in advance for the conference, paying the full conference registration fee, and securing and paying for travel and lodging.

Please type or print carefully! Only complete proposal sheets will be given consideration.

CAEL 2009 International Conference Conference Proposal Form

1. Title of Proposal (15 words or fewer. Please ensure that the session title accurately reflects the content of the proposed session.) _____

2. Summary description (maximum 75 words)
3. Biographical statement(s) for presenter(s) (fewer than 100 words)
4. Format Preferred (please check one):
 Workshop Informational Round Table No Preference
5. Is your proposal connected to one of the topics listed below? If so, which one:
 PLA Programs – How to Attract and Retain Adult Learners
Topics may include: model programs for portfolio development, including on-line programs; PLA policies and programs; how PLA benefits the learner, the institution and the employer; and experiential learning research.
 How to Become an Adult Learning Focused Institution (ALFI)
Topics may include: best practices of Adult Learning Focused Institutions; how implementing ALFI principles has affected institutional practice; use of ALFI Tools reports—what was learned from the results, what was done with the results; exemplary practice for access and effectiveness in Adult Learning; and integrating adult-focused educational services across the institution.
 Accelerated Learning Programs
Topics may include: how to deliver and assess effective accelerated learning programs; assessment of the effectiveness of accelerated formats in academic program outcomes; use of accelerated programs in the delivery of learning; adult learning theory: what is new and different in applying research in the classroom and online implications for teaching; tactics, strategies and professional development; teaching tips and content delivery in an accelerated learning environment; formats and teaching strategies
 Marketing, Recruiting and Retaining Adult Students
Topics may include: methods for targeting and attracting adult learners; tailoring programs to engage and retain adult students; programs for recruiting “mature” adults to prepare for encore careers; and strategies for increasing adult student enrollment and degree completion rates.
 Business and Government Policies and Programs for Adult Learners
Topics may include: talent management—innovative practices of employee development; financing policies affecting part-time students; workplace learning programs; local, state or national policy to remove barriers to adult learning; linking economic development and workforce development; and opportunities for older workers.
6. Name of Person Submitting Proposal: _____
Title/Department: _____
Institution/Organization: _____
Street Address: _____
City: _____ State: _____ Zip: _____
Telephone: _____ Fax: _____
Email: _____

7. Additional Presenter(s) (Use separate sheet if necessary):

Name: _____

Title/Department: _____

Institution/Organization: _____

Street Address: _____

City: _____ State: _____ Zip: _____

Telephone: _____ Fax: _____

Email: _____

Audio Visual Requirements for Workshops:

A podium and a microphone will be provided in each room. Please order only those items that will definitely be used. Please note that CAEL cannot provide computers.

Please indicate the items required for your presentation:

- Flip chart, easel, and markers
- Internet access
- LCD projector/screen (Laptop PCs will not be provided; please indicate the type you will bring)

Additional requirements should be discussed with CAEL prior to September 21, 2009.

Expenses and Signatures—Please Read Carefully

By signing below, I agree to inform all presenters in this proposal that they are required to register and pay the conference registration fee, and further agree that neither honoraria nor expenses will be paid to program presenters. In addition, I will allow my session to be audio taped if CAEL should so wish.

Signature

Date

PROPOSAL DEADLINE: MARCH 20, 2009

Please submit complete proposal information to:

Kelsey Irish, Meetings and Membership Manager
CAEL
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Chicago, IL 60603
Phone 312-499-2600, Fax 312-499-2601
kirish@cael.org