**2020 NCHEP Submission Template (Delegate)**

This template is specifically designed to be used by submitters who do not have access to the Internet (e.g., people currently incarcerated). In order to have your submission entered into the submission portal, you will need to work with a liaison/delegate who will submit the proposal on your behalf.

This form contains all information collected in the submission portal and upon completing the form, your liaison/delegate will be able to upload the full proposal into the portal.

**ALL INFORMATION IN THE SUBMISSION TEMPLATE IS REQUIRED UNLESS OTHERWISE NOTED AS OPTIONAL. NOT PROVIDING ANSWERS TO ALL QUESTIONS WILL REDUCE THE QUALITY AND REVIEW OUTCOMES OF THE SUBMISSION.**

In the past, people who are incarcerated have presented via two-way video from inside prison to the conference attendees, have had their papers read by a third-party, or have pre-recorded a video to be played at the NCHEP. These various presentation options are all available to you and it is to your discretion which option you choose. All presentation rooms will be equipped with audio/visual equipment and capable of playing audio, video, audio and video and two-way conferencing (audio and/or video). Please work with your liaison/delegate to determine the presentation format that is best for your presentation and work together to ensure all necessary technology arrangements inside the prison (if necessary are available to you). Your liaison/delegate can work directly with the conference planners to ensure proper technology access at the conference.

**Please note that the information you provide on this form will be used, if accepted, to represent your presentation in the conference booklet. Please review the content before submitting.**

**Liaison/delegate Information (person uploading information on behalf of the currently incarcerated scholar).** Your information will not be made public and we will only use this information if we need to ask any questions about the submission.

Last Name:

First Name:

Email Address:

Please Confirm Your Email Address:

Phone Number:

**Author/Submitter Information (lead person who wrote/authored the proposal being submitted.** There will be an opportunity to add additional presenters at the end of the form.

Last Name:

First Name:

Professional Title (If Applicable):

Higher Education in Prison Program Affiliation (If Applicable):

Mailing Address (If Applicable):

**Presentation Information**

Presentation Title (25 Word Maximum)

**Track (Select Only One)**

1. Collaborations and Partnerships: Working Across Campus, Corrections, and/or the Community \_\_\_\_
2. Elevating Voices: Narrative, the Arts, and Creative Expression \_\_\_\_
3. Equity in Policy and Practice: Access, Quality, and Pathways to Campus \_\_\_\_
4. In the Classroom: Perspectives on Teaching and Learning \_\_\_\_
5. Surveying the Landscape of Higher Education in Prison: Research, Evaluation, and Assessment \_\_\_\_
6. The Politics of Higher Education in Prison: Advocacy, Activism, and Abolition \_\_\_\_

**Presentation Format (Select Only One)**

Individual Paper Presentation \_\_\_

Panel Discussion \_\_\_\_

Performance, Media Presentation, or Creative Work \_\_\_\_

Poster Session \_\_\_\_

Work-in-Progress Papers \_\_\_\_

Workshop/Training Session \_\_\_\_

**Please contribute 3-5 Keywords for your submission**

**Emerging Scholars Designation**
Is this proposal being submitted with an Emerging Scholar designation? Yes or No

*Emerging Scholars are undergraduate or graduate students (formerly incarcerated or not) starting their scholarly careers or scholars who have little experience with conference presentations. The intention of this designation is to ensure that the conference experiences provide effective learning opportunities for all participants and that the presentation review process is equitable. If this designation is selected the Emerging Scholars will present with other Emerging Scholars, when possible, and scholars accepted under the Emerging Scholars designation will receive support from the Conference Planning Committee to prepare their presentations.*

**Proposal Abstract (50-word limit)**

**How does your proposed presentation contribute to the conference theme (*Amplifying Access*) and specific conference track? (150-word limit)**

**In what ways will you engage the audience during your presentation? (Please list 2-3 strategies as bullet points)**

**What do you want the audience to learn after this presentation? Please provide 3 key take-aways for your proposed presentation and briefly explain how you hope to achieve them.**

**If your submission involves a Moderator (panel discussions must have a moderator):**

Moderator Last Name:

Moderator First Name:

Moderator Professional Affiliation:

Moderator Email Address:

I confirm that the moderator has been notified of their role in the panel: \_\_\_\_

**Additional Presenters Involved in a Presentation**

If you are submitting a solo presentation you can skip to the next set of questions.

*Additional Presenter 1* Last name:

First name:

Professional Title (If Applicable):

Affiliation (If Applicable):

Email or Mailing Address (If Applicable):

*Additional Presenter 2* Last name:

First name:

Professional Title (If Applicable):

Affiliation (If Applicable):

Email or Mailing Address (If Applicable):

*Additional Presenter 3* Last name:

First name:

Professional Title (If Applicable):

Affiliation (If Applicable):

Email or Mailing Address (If Applicable):

\*We recommend having no more than five (5) panelists, including a moderator (for a panel), for most presentation formats and recommend a maximum of three (3) presenters for a paper presentation.

**Narrative Description of Presentation (500-750 words/2-3 typed pages)**

Please use the remaining space to insert or provide an attachment of the narrative description of the presentation