



## Call for Proposals Frequently Asked Questions

### Proposal Submission:

1. **How will I submit my NERA proposal?** Please make your submission by accessing the Online Proposal System. The proposal system will be available beginning Friday, April 28, 2023. The deadline for submission is Monday, June 5, 2023 at 11:59 PM EDT. You may contact the conference co-chairs with further questions at [NERA.CoChairs@gmail.com](mailto:NERA.CoChairs@gmail.com).
  
2. **Does my research project have to be complete to be accepted to NERA?** Not necessarily. In-progress or nearly completed research will be considered for the conference, but the researcher should show the potential of the work being ready for presentation by the date of the conference. We strongly encourage individuals to submit their in-progress work as Roundtable presentations. This format facilitates greater discussion between participants and the audience, allowing you to receive input and feedback that could inform your research or help to overcome potential hurdles.
  
3. **How are the content strands used?** These terms are used in several ways. Specifically, they will be used to match the proposal to the appropriate reviewers, to place the proposal in the session where it fits best, and to assign an appropriate discussant to the session. Please select the content strand that is the best match for your proposal as your first choice and two additional content strands as next-best options.
  
4. **How do the content strands differ from keywords used in previous years?** The content strands were developed by combining one or more keywords into a more general theme. This table provides an illustration:

Content Area	Keywords
Diversity, Equity, Inclusion, and Justice	Diverse Learners; Social Context in Education; Use & Interpretation of Results
Educational Research Methods	Program Evaluation; Qualitative & Mixed Methods; Quantitative Methods & Statistical Theory; Research Methodology
Educational Systems and Policies	Accountability; Educational Leadership; Policy in Education; Politics; School Reform
Higher Education Research and Practice	Career & Technical Education; Computer & Educational Technology; Curriculum & Instruction; Noncognitive/Behavioral Skills; Postsecondary Education; Teaching & Teacher Education
Measurement and Psychometrics	Educational Measurement; Psychometrics; Test Design & Development
PK-12 Education Research and Practice	Career & Technical Education; Cognitive Science; Computer & Educational Technology; Curriculum & Instruction; Early Childhood Education; Education & Psychology; Noncognitive/Behavioral Skills; Teaching & Teacher Education
Post-COVID Innovations and Solutions	None – <i>New Area for 2023</i>
Miscellaneous	Education research topics that do not fit in the above areas

- 5. You have several session options for submitting proposals. Are any considered more rigorous than others?** No. All formats are peer-reviewed methods for disseminating your research. The rigor of the peer review process is the same for all proposals submitted to the conference. Peer review allows NERA to maintain an appropriate quality level for the experience of those presenting their research, as well as those receiving the research.
- 6. What are the submission parameters for theme-based paper sessions/symposia?** Those presenting proposals for theme-based paper sessions or symposia are required to submit only one proposal for all papers in the session, within a maximum of 1,000 words. The submission should include a description of how the papers are related to each other, as well as a short description of each of the papers that are included in the session. Lastly, proposers can indicate within the submission system that they are submitting a theme-based paper session/symposium.

### **Proposal Review and Acceptance:**

- 1. What is the review process like?** Reviewers are NERA member volunteers, who have self-identified as being willing to review proposals on the particular content strand(s). The conference co-chairs make final decisions on acceptance and format, based on both the reviews and availability in the conference program.
- 2. When will my research paper need to be ready?** Discussants must be able to review research papers before the session in order to prepare properly for discussion. You will be asked to email your completed research paper to the discussant no later than September 30, 2023.
- 3. What if NERA accepts my presentation, but I am unable to attend NERA when the time comes?** Submitting to NERA is a sign that you intend to attend the conference if your presentation is accepted. If something prevents you from being able to present, and co-authors or colleagues cannot present in your place, please withdraw your presentation before the session by contacting the conference team at [NERA.CoChairs@gmail.com](mailto:NERA.CoChairs@gmail.com).

### **Preparing for Presentation:**

- 1. Will a projector and laptop be available in my session?** Institutional sponsors will be supplying LCD projectors for each session. The Chair of the session will arrange to have a laptop present and will also facilitate file transfers to the laptop via email before the session. Presenters are expected to cooperate with Chair requests.
- 2. What size should my poster be?** Easels with foam display boards will be available for poster presentations. Poster size should be no larger than 36 inches x 48 inches. The display should be easily readable and clear from a distance of at least three feet from the board. The title, author, and affiliation should be in a 36-point font or larger. The rest of your lettering should be in at least a 28-point font. Be sure to include diagrams, figures, photos, bulleted text, or other visuals that describe your research. Presenters should also prepare four PowerPoint slides (maximum) which will be shared electronically prior to the poster session to give attendees a short preview/overview of each study.
- 3. What is the role of the Chair?** The role of the Chair is to facilitate the organization of the presentation session. Duties may include collecting the papers, communicating with authors, managing audio/visual equipment, and ensuring the timeliness of the session. In some cases, the Chair will assist in facilitating discussion among the audience members and authors.

4. **What is the role of the Discussant?** Discussants are responsible for drawing from their expertise to comment on papers and presentations. The goal is to provide professional and constructive criticism and raise issues for broader consideration that connect to the works.
  
5. **How do Roundtable sessions work?** Roundtable sessions offer the most opportunity for interactions among presenters and participants. Three to five researchers with similar interests are assigned to a table, along with a moderator with some expertise in the topic area. Individual researchers do not make a formal presentation as in a paper session but may provide a brief overview of their work and specific issues that they would like to discuss. Much of the time during a roundtable session should be devoted to discussion among the assigned researchers and the other participants.

#### **Attending NERA:**

1. **Where will I find information about the conference registration fees?** Registration fees will be posted on the NERA website during the latter half of spring. There are three cost brackets: Professional, Retirees, and Students. Late fees are instituted after October 1, 2023. All registrants must also be NERA members. More information about membership and dues can be found on the NERA website ([www.nera-education.org](http://www.nera-education.org)).
  
2. **Is there a special room rate at the conference hotel?** Yes, each year NERA negotiates a special room rate at the conference hotel for members. Room rates and information on how to register will be posted on the NERA website during the latter half of spring. There is a limited number of rooms available at the negotiated room rate each year. More information about registering for both the conference and a hotel room will be available on the NERA website ([www.nera-education.org](http://www.nera-education.org)).
  
3. **Are meals included with registration?** Yes, NERA is pleased to provide meals with conference registration regardless of whether or not members stay at the conference hotel. Meals will be provided in accordance with public health and safety guidelines at that time. Please reach out to the NERA co- chairs about any dietary concerns or restrictions you may have at [NERA.CoChairs@gmail.com](mailto:NERA.CoChairs@gmail.com).