CALL FOR PRESENTATIONS

Canadian Evaluation Society Conference 2020

Guidelines for preparing and submitting a proposal for a presentation at the 2020 CES Conference in Ottawa, Ontario, June 13 to 17, 2020

Conference website: https://c2020.evaluationcanada.ca/

Introduction

The 2020 Conference Organizing Committee is pleased to invite evaluation professionals, members of academia, students, and other potential presenters to submit proposals for presentations that will contribute to our conference theme. There are separate calls for workshops and for thematic breakfasts available on the conference website.

The conference will be held in Ottawa, Ontario, from June 13 to 17, 2020. Pre-conference workshops will occur on Saturday, June 13 and on Sunday, June 14.

The conference organizing committee is committed to supporting diversity in all aspects of the program. This includes the conference presentations where we hope to feature contributions from traditionally underrepresented and marginalized groups.

Conference Theme

The conference theme is: "Evaluation Utilization: Achieving our Potential?". The 2020 CES Conference will explore the world of evaluation utilization through three sub-themes by first **positioning it** (what is it? is it a priority?), then by **achieving it** (how is it achieved? how do we know it has been achieved?), and by **questioning it** (whose utilization?). More information on the theme and sub-themes is available on the Conference website.

Call for Presentations

You are invited to submit a proposal for a presentation at the 2020 annual conference. The presentations will take place during the conference from June 15 to 17, 2020, starting at 10:30 on Monday, June 15 and ending by 10am Wednesday June 17, 2020.

Deadline to Submit Presentation Proposals. The deadline to submit presentation proposals is December 8, 2019 by 11:59 pm PST. **This is a firm deadline. There will be no extension.**

Presentation Proposal Submission Procedure. Presentation proposals must be submitted electronically via the proposal page on the conference website https://c2020.evaluationcanada.ca/. Preparation of your proposal(s) using our online application form does not have to be completed in

one sitting; you will be given a passcode to return to your proposal once you are working on your proposal online.

Note 1: Be sure to **complete all fields** in your electronic submission as incomplete proposals will not be reviewed. Carefully review and edit your responses prior to submitting your completed proposal. The committee reserves the right to contact specific presenters to obtain more information or suggest modifications to proposals.

Note 2: There is no limit to the number of proposals one can submit or be part of but it is important to be aware that **no more than two proposals** will be accepted from any one person. Any role (e.g., lead, panel member, discussant, etc.) played in a presentation will count towards that limit.

Note 3: The program committee will assign a time for each presentation. To ensure the coherence of the program, and out of respect for other presenters, we **will not entertain requests for timing changes** other than to resolve a double-booking (with another C2020 presentation). We expect that presenters to be available for all three days during which the conference is being held.

Information you will be asked for. You will be asked to provide the following information. It is advisable to gather this information before initiating the proposal submission process:

- first and last name, professional affiliation, e-mail address, student status and Credentialed Evaluator status of each presenter (up to 5);
- short bio (max 500 characters) for each presenter;
- presentation title;
- presentation type (see below);
- presentation summary (max 1,000 characters);
- presentation language (English, French, Spanish, Portuguese) (note: there will be no simultaneous interpretation of concurrent sessions);
- sub-theme to which the presentation contributes;
- competency domain that the presentation addresses;
- topic areas that characterize the presentation (a list of 30+ topics will be offered);
- for a panel, a summary of each contribution (max 1,000 characters each);
- a few questions regarding socio-cultural self-identification. More information on the conference website under Equity, Diversity, and Inclusion.

C2020 is exploring funding for travel/registration fee awards for evaluators who reside in Latin America or the Caribbeans, Canadian evaluators who identify as Metis, First Nation, or Inuit, and full time graduate student in Canada. Those eligible will be asked to indicate their interest in being considered. Once funding is confirmed, C2020 will be in touch to those who expressed an interest to provide further details.

Cultural Appropriation. As part of CES' and C2020's commitment to promoting diversity, supporting inclusion and building equity through peer-to-peer learning, we are, for the first time, asking anyone submitting a proposal (paper, workshop, thematic breakfast) to become more aware of what constitutes cultural appropriation, by reviewing a dedicated webpage on the conference website. In the submission form, applicants will be asked to declare that the presenters(s), workshop

leaders(s) or thematic breakfast discussant(s) have reflected on the contents of their submission and believe they are not engaging in cultural appropriation.

Types of Presentations. The Conference Planning Committee strongly encourages interactive and engaging presentations. The types of presentations (including the duration for each type) are described below.

Presentation type	Description	Duration
Short Presentation	Traditional presentation made by one or more speakers meant to share research results or completed work, as well as innovative evaluation concepts, methodologies, or tools.	15 min. per presentation + 5 min. of Q&A (will be grouped in sessions)
Ignite Presentation	300-second (timer in hand) rapid presentations incorporating excellence in slide design in support of a very clearly articulated message. Presenters need to practice in order to get their timing down and their quality up.	5 minutes (will be grouped in sessions)
Leading Edge Panel	Integrated panels that include multiple speakers focusing on one issue The submitter is responsible for coordinating the panel presentations in advance. The proposal must include an abstract from each panel member.	90 minutes
Debate	Two or three debaters holding clearly different points of view exchange insights. The interaction is moderated by a chairperson with a prepared set of questions. Half of the presentation time should be devoted to responding to audience questions.	90 minutes (½ debate; ½ audience questions)
Expert tutorial	Tutorials are moderated by experts, designed to help professionals rapidly come up to speed on a specific technology, methodology or topic. Tutorials can be lecture-oriented or participatory. Tutorial attendees deserve the highest standard of excellence in preparation and delivery.	90 minutes
Storytelling	Stories should be consistent with the conference theme and should also reflect the genuine and authentic experience of an individual, a team, or a community. For example, a session could involve a story of a successful, or less than successful, evaluation experience.	15 minutes per story (will be grouped in sessions)
Evaluation challenge	A lead evaluator describes a real-life evaluation situation in a not-for-profit organization. Three evaluators (named in the proposal) are asked to address the challenge without consultation with one another; they are given 10 minutes to present their proposal using at most one slide. A representative from the organization and delegates discuss the proposals and add suggestions.	60 minutes
Poster Presentation	Based on the display space, the maximum size for posters will be 120 cm wide x 90 cm (48" x 36"). Presenters must be present for the duration of the scheduled 1-hour poster presentation session. Posters will be displayed for the duration of the conference. Prize winners will be selected.	60 minutes

Selection Criteria for Presentations. An independent review committee will rate the submitted proposals according to the criteria outlined below. The program committee will make the final selection based on peer-review ratings and other considerations, including diversity. Those whose proposals are accepted, rejected, or put on a waiting list will be advised on January 17, 2020.

Criteria	Weight
Relevance: The proposal should demonstrate alignment to the conference theme and to evaluation competencies.	25
Clarity and quality: The proposal should clearly outline the topic that will be featured in the presentation as well as its main concepts/ideas.	25
Innovation: The proposal introduces new ideas, methods, and/or approaches that promote new knowledge and have the potential to contribute to the field, or includes interactive and/or other methods to support learning.	25
Focus: The proposal contributes to knowledge on broader issues of evaluation methods, theories, policies, and practices that have value to a wide community in contrast to presenting findings of a specific evaluation.	25
Presence of a credentialed evaluator on the team	5 extra points

Technology. One data projector, laptop, screen, and a microphone will be provided per session room. If presenters need additional equipment, please inform the planning committee at c2020science@evaluationcanada.ca, prior to submitting your proposal, to discuss whether these can be provided.

Compensation. There is no compensation or travel expenses covered for presenters. All presenters are required to register for the conference. **Registration fees are not waived for presenters.**

Contact Information

Any questions regarding the proposal submission process should be forwarded to the Scientific Working Group at c2020science@evaluationcanada.ca.

Once the selection of presentations is completed, all applicants will be contacted about the outcome of their proposal. The Conference Program Committee will be available to provide guidance and answer questions. The Program Committee can be reached at c2020program@evaluationcanada.ca