Below is a checklist to help you prepare your proposal for the CCSSO 2022 National Conference on Student Assessment (NCSA). Please be sure that the information you provide is complete, accurate, and grammatically correct. Proposals promoting products or services will not be considered for the conference.

The **submission deadline is Monday, November 15, 2021.** A single proposal must be entered into the system in one visit, or your information will not be saved. Once the proposal is accurately submitted, you will receive a confirmation email that your proposal was received. If you do not receive a confirmation via email, your proposal was not successfully submitted. Once received through the system, CCSSO will forward your proposal to the Program Planning and Proposal Review Committees to begin the reviewing process.

Below is a list of the required information requested during the proposal submission process.

### □ SUBMITTER INFORMATION
If the person submitting the proposal is not listed as a presenter, you will need the submitter’s name, organization, job title, and email address.

### □ LEAD SPEAKER INFORMATION
First and last name, position, organization (no acronyms), and email address will be required. Optional, but preferred, information includes phone number, short bio (100 words maximum), and presenter headshot (no larger than 600 pixels by 600 pixels in JPG or PNG file format)

### □ SPEAKER LOGIN INFORMATION
You will be required to create a username and password for the lead presenter or submitter to access the speaker portal.

### □ SESSION TITLE
20 words maximum. The session title may be edited for publication.

### □ Session Type
- **60-Minute Symposium** (maximum of 4 speakers, including the discussant and moderator);
- or —
- **90-Minute Symposium** (maximum of 6 speakers, including the discussant and moderator)

### □ Track/Topic Strand
Select a primary topic strand that best reflects your session topic. You may also select a secondary topic strand, if applicable.

- High-quality assessments for all students
- Innovative assessment approaches
- State-district partnerships
- Formative assessment practices
- Interim assessments
- Technicalpsychometric issues
- Assessments for student with disabilities
- Assessments for English learners

### Track/Topic Strand (cont.)
- Assessment development/content issues
- Fairness and equity assessment issues
- Early childhood assessments
- Assessment policy and administration
- Data and reporting
- Accountability indicators/systems

### □ Abstract Description
500 words maximum. This is the primary element of your proposal that the reviewers will use to evaluate your session. We suggest that you compose your abstract in your word processor, check spelling and word count, and then cut and paste it into the system since the system does not have a word count or spell check.

### □ Session Summary Description
150 words maximum; may be edited for publication. The summary will be included on the conference website and in the conference mobile app. We suggest that you compose your session summary in your word processor, check spelling and word count, and then cut and paste into the system since the system does not have a word count or spell check.

### □ Additional Speakers
Include all additional speaker roles in this section, including moderator and discussant. First and last name, position, organization (no acronyms), and email address will be required. Optional, but preferred, information includes phone number, short bio (100 words maximum), and presenter headshot (no larger than 600 pixels by 600 pixels in JPG or PNG file format)

### □ Submit
You will receive an email confirming receipt of your proposal submission once you hit the submit button. CCSSO will forward your proposal to the Program Planning Committee and Proposal Review Committee to begin the review and rating process. If you do not receive a confirmation via email, your proposal was not successfully submitted.

To submit a proposal, visit the [NCSA website](#).