

How to Write a Successful Conference Proposal for Teacher Education Division of the Council for Exceptional Children

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About the TED Conference: 2019 marks the 42nd TED conference. This conference is attended by higher education faculty in general and special education, doctoral students, vendors, and other people interested in teacher education.

General Directions:

1. **Read the Call for Proposals *thoroughly*.** We also recommend reading and re-reading the Call for Proposals again as you are developing your proposal. The Call is located on the TED website Proposal Submission page <https://tedcec.org/wp-content/uploads/2019/02/Call-for-Papers-TED-2019.pdf>.
2. **Check the deadline for submission.** These are hard deadlines, so make sure to submit on time. TED 2019 deadline is JUNE 1 at MIDNIGHT.
3. **Follow directions on the submission form exactly.** Be sure that you gather all information and respond to all questions fully. Word count vs character count can be confusing. The submission form has word counts indicated for each section (50 for abstract, 100 for problem/issue, 150 for literature review). In the one section where character count is used (problem description), a notation is made that 3000 characters is about 500 words.
4. **Understand the review process by checking the rubric.** The rubric used by reviewers is posted on the TED website Proposal Submission page: <https://tedcec.org/wp-content/uploads/2019/02/TED-2019-Rubric.pdf>.
5. **Confirm your proposal reports a research study, an evidence-based practice, or presents policy information.** TED does not accept proposals marketing products or services. If you are conducting and reporting research on your own products or services be sure to provide explicit information about the rigor of the research. Please refer to the rubric.
6. **When to email the Conference Co-Chairs with questions.** If you have checked the TED website and conference emails and still can't find what you need, then email the co-chairs (Frank Dykes and Dee Berlinghoff) at TEDconference@tedcec.org. Please be as specific as possible in your email so they can help resolve the issue quickly.

Directions Specific to TED:

1. The Call for Proposals is on the TED website under Proposal Submission. To locate the Call for Papers, look on the Proposal Submission page <https://tedcec.org/wp-content/uploads/2019/02/Call-for-Papers-TED-2019.pdf>. **This is different from the CEC 2020 Call for Papers.**
2. Is your proposal specifically about teacher education in special education? If teacher education in special education is not the focus of the study, research-based practice, or policy, then TED is not the best venue for your work.