Studies Weekly | LEARNING LAB

Session Proposal Submission Guide

Studies Weekly Learning Lab Conference

June 15–16, 2026

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Welcome!

Studies Weekly invites you to submit a proposal to our 3rd annual virtual conference. The Learning Lab is a virtual conference hosted by Studies Weekly, designed to support educators in PreK-8 social studies, science, and health and wellness. This event will feature dynamic sessions focused on curriculum, instruction, assessment, and leadership led by education professionals.

Attendees will explore innovative strategies, engage with peer-led workshops, and participate in interactive discussions aimed at enhancing the knowledge and practice of teaching and learning so they can thrive on their campuses, in their classrooms, and with their Studies Weekly curriculum. The conference serves as a platform for professional growth, collaboration, and sharing impactful classroom strategies.

The theme for this year's conference is:
Achieving Your Outcomes!

Submitting Your Proposal

All proposals must be submitted via our online session proposal form. Please ensure you complete all required sections of the form before submitting. Please review the FAQs on page 14 for additional information.

The deadline for submitting proposals is Friday, February 27th at 5:00 PM PST. Late submissions will not be considered. Notifications of acceptance will be sent out by March 13th.

Step 1

Know Your Audience

Identify the target audience for your session:

- Roles:
  - Classroom Teachers
  - Instructional Coaches
  - Principals/Assistant Principals
  - Curriculum Specialists
  - Curriculum Directors
  - Counselors
- Subject Area(s):
  - Social Studies
  - Science
  - Health & Wellness
- Grade Level(s):
  - PreK-2
  - 3-5
  - 6-8



TIP:
Tailor your content to resonate with selected participants.

Step 2

Choose Your Session Format

Choose the best format for your presentation:

Workshop

A 60-minute hands-on workshop for active learning and exploration.

Power Session

A 25-minute power presentation over a topic, strategy or resource.

Interview

A 25-minute interview with an expert on a topic or experience.

Panel Discussion

A 45-minute moderated discussion with audience questions.

Open Forum

A 25-minute collaborative discussion to share ideas about a topic or challenge.



TIP:

Match the session format with your objectives and session strategies.

Step 3

Choose a Conference Strand

Select the main focus for your session:

Curriculum

This strand focuses on the design, development, and implementation of curriculum that promotes student success. Proposals should highlight innovative approaches to curriculum design, alignment with standards, and how to ensure that the curriculum is inclusive, engaging, and meets the diverse needs of all learners. Sessions might cover topics such as curriculum mapping, integrating interdisciplinary content, and adapting curriculum for different grade levels or subject areas.

Instruction

This strand focuses on teaching practices and strategies that actively engage students and foster deep learning. Proposals in this area should offer practical methods, models, or case studies of effective instructional practices. Topics might include active learning, formative assessment techniques, differentiated instruction, project-based learning, or using technology to enhance classroom interactions. Sessions should provide tools, strategies, and tips for educators to implement in their classrooms.

Assessment

This strand explores effective assessment strategies and practices that provide meaningful insights into student learning and inform instructional decisions. Proposals should address formative, summative, and authentic assessment methods, as well as strategies for using data to drive instruction and support student growth. Topics might include designing effective assessments, using assessment results to guide differentiation, formative assessment techniques, and strategies for assessing student progress in both traditional and non-traditional ways.

Leadership

This strand is designed for educational leaders, including principals, curriculum directors, and department heads, who are looking to inspire and drive change in their schools and districts. Proposals in this area should focus on leadership practices that promote a positive school culture, support professional development, and foster collaboration among staff. Sessions might cover topics such as leadership in times of change, leading data-driven decision-making, building inclusive and supportive school environments, and fostering teacher leadership.



TIP:

Ensure your session title and description align with your chosen conference strand.

Step 4

Finalize Your Proposal

Create an Effective Session Title

An impactful session title grabs attention and clearly conveys the session's content. Your session title should be concise, engaging, and provide a clear idea of what attendees can expect. Strong titles often include action verbs, specific strategies, or intriguing questions. Here's how to craft one:

1. **Be Descriptive and Specific:** Use words that tell attendees exactly what they will learn or gain. For example, *"Interactive Strategies for Engaging Young Learners"* is clearer than *"Engagement in Education."*

2. **Keep it Concise:** Aim for less than 10 words.

3. **Incorporate Keywords:** Use terms relevant to your topic and audience, such as *"hands-on," "innovative,"* or *"practical."*

4. **Spark Interest:** Use action words or pose a question, e.g., *"How Can You Foster Collaborative Learning in Science?"*

Below are examples of effective session titles:

"Transforming Student Engagement with Project-Based Learning"

"Data-Driven Instruction: Turning Classroom Assessments into Action"

"Leading with Purpose: Practical Steps for Fostering Teacher Leadership"

Crafting an Effective Session Description

A well-crafted session description should highlight the key takeaways, who the session is for, and why it matters. Here's how to create one:

1. **Summarize Key Points:** Clearly outline what the session covers in 2-3 sentences. Highlight the main focus without delving into too much detail.

2. **Use Engaging Language:** Emphasize the benefits for participants. For example, use phrases like *"participants will explore,"* or *"attendees will gain practical insights."*

3. **Include Action-oriented Phrases:** Suggest what attendees will be able to do after the session, e.g., *"learn how to implement,"* or *"discover strategies to..."*

TIPS

Tips for Writing Your Session Description

- Start with a hook that explains why your topic is important or timely
- Begin with what attendees will experience, then share the intended outcomes
- Clearly state what attendees will learn or gain from the session (e.g., strategies, tools, or frameworks)
- Focus on what makes your session unique or valuable
- Include specific examples or activities that attendees can expect during the session
- Use an active voice to make the description more engaging
- Consider incorporating Studies Weekly curriculum into your description

Here are examples of strong session descriptions:

Example 1 (Instruction Strand):

"Discover innovative ways to use inquiry-based learning to foster critical thinking and collaboration in your classroom. This session will provide a step-by-step guide on integrating inquiry methods into everyday instruction, supported by examples from real classrooms. Attendees will leave with practical tools and strategies to enhance student engagement and facilitate deeper learning."

Example 2 (Leadership Strand):

"This session is designed for school leaders looking to empower their teaching staff through effective coaching and professional development. We'll explore successful coaching frameworks, common challenges, and real-world case studies of schools that have built a culture of continuous improvement. Participants will engage in reflective activities and discussions to develop their own action plans for fostering teacher leadership."

Example 3 (Assessment Strand):

"Assessment is more than just tests. Learn how to design and implement formative assessments that provide immediate feedback and guide instructional practices. This session will showcase examples of formative assessments that have been proven to boost student achievement, and participants will have the opportunity to create their own assessment tools tailored to their subject area."

Defining Key Takeaways for Your Session

Key takeaways ensure participants know what actionable insights they'll gain. Each session proposal should have clear, measurable learning objectives. Here's how to define them effectively:

1. **Be Specific:** List the main learning outcomes in clear, direct terms. Use phrases like *"Participants will leave with…"* or *"Attendees will gain…"*

2. **Highlight Practical Application:** Emphasize how attendees can use these insights in their teaching or leadership.

3. **Limit to Three Points:** Focus on the most impactful takeaways that align with your session goals.

Here's an example of how to phrase them:

"By the end of this session, participants will be able to:

- *Apply new project-based learning strategies to create interdisciplinary units*
- *Design formative assessments that provide actionable feedback for students*
- *Implement culturally responsive teaching techniques that build inclusivity"*

Structuring a Session Outline for Effective Facilitation

A clear session outline helps reviewers understand how you will engage participants and facilitate learning. Here's how to craft it:

1. **Segment Your Session:** Break down the session into key parts (e.g., introduction, main content, activities, Q&A).
2. **Describe Engagement Strategies:** Mention interactive elements like group discussions, hands-on activities, breakout sessions, or polls.
3. **Indicate Timing:** Assign estimated times for each segment to show a well-paced plan.
4. **Explain Methods:** Detail how you'll use multimedia, visual aids, or collaborative tools to enhance learning.

Example Outline Structure:

- **Introduction (5 min):** Overview and session objectives
- **Main Content (30 min):** Interactive presentation with examples and breakout discussions
- **Activity (15 min):** Guided practice or small group work
- **Q&A/Conclusion (10 min):** Open the floor for questions and key takeaways

Submitting Session Materials & Resources

Including supporting materials enhances the quality of your proposal and provides valuable context for participants. Here's how to approach this:

1. **Highlight Key Resources:** Identify slide decks, visuals, artifacts, or documents relevant to your session.
2. **Ensure Relevance:** Only include materials that support your main points and enhance participant learning.
3. **Label Clearly:** Provide a brief description of each file and its purpose.
4. **Optional but Encouraged:** While not required for submission, providing resources can strengthen your proposal. *If selected, you'll have another chance to submit finalized materials we can upload to the virtual platform so participants can access them during and after your session.*

Example Resources:

- **Slide Decks:** Main session presentation
- **Handouts:** Worksheets or activity guides
- **Visuals:** Infographics or examples



TIP:

Be sure to prepare clear, high-quality materials that participants can easily refer to or use after the session.

Step 5

Submit Your Proposal

You're now ready to submit your session proposal for *The Learning Lab* 2026 virtual conference! Follow these final steps:

1. **Review Your Proposal:** Double-check all details, including presenter information, session title, description, key take-aways, and session outline.
2. **Submit Your Form:** Click here to access the session proposal form and complete the submission.
3. **Deadline Reminder:** Ensure your proposal is submitted by Friday, February 27th at 5:00 PM PST.

By completing this step, you confirm your commitment to presenting if accepted. All presenters must register for the conference, and registration details will be provided upon acceptance. You can expect to receive an acceptance email by **Friday, March 13th**. Good luck!

FAQs

Frequently Asked Questions (FAQs)

How do I submit my proposal?

All proposals must be submitted via our online session proposal form. Please ensure you complete all required sections of the form before submitting.

Do I have to be a Studies Weekly customer to submit a proposal?

No, you do not need to be a Studies Weekly customer to submit a proposal. We welcome proposals from all educators who are interested in sharing their expertise and strategies.

Is there a fee to submit a proposal?

No, there is no fee to submit a proposal or to register for the conference. However, if your proposal is accepted, you will be required to register to attend the conference.

Can I submit more than one proposal?

Yes, you can submit more than one proposal. Presenters (and co-presenters) are allowed to submit a maximum of three (3) session proposals.

When is the proposal submission deadline?

The deadline for submitting proposals is **Friday, February 27th at 5:00 PM PST**. Late submissions will not be considered.

When will I be notified if my proposal is accepted?

Notifications of acceptance will be sent out by **March 13th**. If you do not receive an acceptance email by this time, please feel free to contact us at ***ProfessionalDevelopment@studiesweekly.com***.

Will I receive feedback on my proposal if it is not accepted?

While we strive to provide constructive feedback, due to the volume of submissions, detailed feedback may not be available for every proposal. If you have specific questions about your proposal, feel free to reach out after the selection process.

Do I need to be registered to attend the conference if my proposal is accepted?

Yes, all presenters must register to attend the conference. Registration details will be provided once your proposal is accepted.

What should I include in my proposal?

Your proposal should include a session title, an abstract that clearly outlines the session content, and any relevant materials or resources. You will also be asked to select the appropriate conference strand (Curriculum, Instruction, Assessment, or Leadership) for your session.

Can I update or edit my proposal after submission?

No, you cannot update your proposal after submission. Once submitted, you will not be able to make changes, so be sure everything is complete before you submit.

Do I need to provide resources or materials for my session?

While not required, we encourage presenters to share any relevant resources or materials that will help attendees implement the strategies or concepts presented in your session. These can be uploaded to the session proposal form or provided later.

Can I present with co-presenters?

Yes, co-presenters are welcome. Please ensure that all presenters are listed in the proposal submission and that each presenter registers for the conference if the proposal is accepted.

How long should my session be?

Session lengths vary, so refer to the session formats outlined in this guide. Be prepared to include time for questions and participant interaction.

How should I engage attendees during my virtual presentation?

Engagement strategies include:

- Incorporating interactive polls or Q&A segments
- Using breakout rooms for small group discussions
- Encouraging attendees to ask questions
- Including interactive elements

What if I have technical difficulties during my virtual presentation?

We understand that technical issues can happen. Here are tips:

- Ensure you have a stable internet connection by using a wired connection if possible
- Test your audio, video, and screen-sharing capabilities before the session
- Have a backup plan, such as a PDF or video version of your presentation that you can share if needed
- Inform the conference tech support team as soon as possible if issues arise so they can assist you
- Consider pre-recording portions of your presentation as a safeguard against technical glitches

What if I need to cancel or change my session?

If you need to cancel or make changes, please contact the conference organizers as soon as possible at the following email address: ***ProfessionalDevelopment@studiesweekly.com***. We will do our best to work with you to find a solution or adjust the conference schedule.

Will my session be recorded?

Yes, sessions will be recorded. Recorded sessions allow attendees to access the content on-demand after the conference.

Will I have access to attendee feedback after my session?

Yes, feedback collected from attendees will be shared with presenters after the conference to help you improve future presentations.