TLI 2025 - Proposal Submission Form

**How to use this document before submitting your proposal**

The following outlines the information that you are required to enter when you complete the Proposal Submission Form in Qualtrics. If you would like to work on your proposal first before submitting it in the Qualtrics form, **you can use this document to create your draft**.

Please copy the content from the Word document and paste into the Qualtrics form when you are ready to submit. **Please do not email this MS Word document to us** as it will not be accepted as a submission in this format.

Thank you for your interest in presenting or facilitating a session at the 2025 Teaching and Learning Innovations (TLI) Conference, May 14-15, at the University of Guelph! This year's theme, **Cultivating Spaces of Possibility,** invites attendees to reflect on the environments, mindsets, and practices that foster innovation, change, exploration, and growth. We invite faculty, sessionals, instructors, staff, and students to participate in the discussion by sharing ideas, research and practices, as we explore the spaces in which teaching and learning unfold.

**Proposals are due on Friday, January 24, 2025 by the end of the day, 5:00 pm.**

**Note that all presenting authors of accepted proposals register and pay to attend the conference once registration opens.**

Notes:

* If you are submitting multiple proposals, you will need to submit a separate form for each.
* You must complete one submission before you can start the next.
* If you have any questions or concerns about the submission form please contact the Office of Teaching and Learning at otl@uoguelph.ca

**Author and Presenter Information**

Please enter the author information below. **The first author you enter will be the contact person for this proposal.** Once you enter that contact person's information, you will have the opportunity to add up to 7 additional authors (who will not be contacted by e-mail). **Before filling in information, you may copy and paste the below questions to also enter the information for any additional authors you’ll be adding to your proposal submission.**

Author Information

First Name:

Last Name:

Email Address:

What is the author's institution?

University of Guelph, including Guelph-Humber and Ridgetown

Other (please specify):

**If at the University of Guelph, you’ll be asked:**

What is the author's affiliation at the University of Guelph?

* College of Arts (CoA)
* College of Biological Science (CBS)
* College of Engineering and Physical Sciences (CEPS)
* College of Social and Applied Human Sciences (CSAHS)
* Gordon S. Lang School of Business and Economics (LANG)
* McLaughlin Library
* Ontario Agricultural College (OAC)
* Ontario Veterinary College (OVC)
* School of Continuing Studies
* University of Guelph-Humber
* Ridgetown Campus
* Other affiliation

What is the author's department or unit at the University of Guelph?

Please write the full name:

**If not at the University of Guelph, you’ll be asked:**

What is the author's faculty or unit at your institution?

Please write the full name:

What is the author's primary role at their institution?

* Faculty
* Sessional Instructor
* Staff
* Undergraduate Student
* Master's Student
* Doctoral Student
* Other (please specify):

If accepted, will this author be presenting this proposal at the conference?

* Yes
* No

**You may copy and paste the above author information form below for each additional author. You will only be able to include up to 8 authors.**

**Proposal Content**

Please provide a title for your proposal that clearly aligns to the content/context of your session:

Which category related to our conference theme ***Cultivating Spaces of Possibility*** does your proposal most align with? (Descriptions of each category are on the [2025 TLI Conference website](https://otl.uoguelph.ca/leadership-awards/teaching-and-learning-innovations-tli-conference/teaching-and-learning-5).)

* Spaces of Possibility
* Cultivating Spaces in Practice
* Cultivating Spaces of Engagement
* Cultivating Spaces in Research
* Cultivating Spaces of Being
* My proposal does not align with the above categories

Please select the format of your session. You may only select one option.

* 20-Minute Presentation
* 50-Minute Interactive Session
* 75-Minute Interactive Session
* 75-Minute Design-Your-Own Session
* Poster (in-person only on May 14th)

**Abstract** (up to 1,200 characters, or approx. 200 words) Please provide a **brief overview of your presentation, session,** or **poster** that outlines the context and content. Note: This abstract will appear in the conference program.

Please list a maximum of **three intended outcomes** that you hope your presentation, session or poster will accomplish. Note: This information will appear in the conference program with the abstract.

Please describe **relevant experience, research, and scholarship** that you draw upon in your session or poster. Note: This description will be shared with reviewers only.

**If you are doing a 75-Minute Design-Your-Own Session…**

Please describe how your session will be organized and engage the audience (beyond the abstract) to assist with our planning and logistics. (This description will be shared with reviewers only)

**If you are doing a 50- or 75-minute Interactive Session…**

Please describe how your session will **encourage participant engagement and interaction**. Note: This description will be shared with reviewers only.

Please specify your preferred mode and date for the presentation or session *(while we will do our best to accommodate your preferences, we cannot guarantee that your selected mode or date will be available)*

* In-person (May 14)
* Virtual (May 15)
* Either

Please describe any **accommodations, or other logistical considerations, including any specialized room set-up, audio-visual, and technical requirements** of your session. Please note that we cannot provide specialty hardware, software, or supplies for your session. Note: This description will be shared with reviewers only.