The 20th Anniversary of the Annual Emergency Management Higher Education Symposium will be hosted on June 4-7, 2018. FEMA’s Higher Education Program, within the National Training and Education Division’s National Training and Education System will mark the educational gathering with a specific focus on faculty development. Higher Education is a primary vehicle for preparing emergency managers and growing the emergency management profession. Over the past 20 years extraordinary strides have been made in the development of the emergency management academic discipline, yet the ability of higher education to deliver a relevant, equitable, scalable, cost-effective education is still faced with many challenges.

The emergency management discipline may advance further through a more robust use of education research. The education research community has a well-developed body of knowledge, including approaches that can inform an array of education issues for many emergency management programs. Access to such research and practice is invaluable at this point in our evolution, given the unique demands of Emergency Management Higher Education.

Aligned with the theme of “Honoring our History and Future,” the symposium’s emphasis on professional development will:

- Host the dialogue to facilitate the refinement of the body of knowledge that has been rooted in 20 years of passionate development
- Offer workshops to hone the instructional, research and program development skills of faculty
- Present “elders” from the community to mentor faculty and students
- Focus on looking forward The symposium offers an opportunity to network with other academics, gain exposure to successful programs and research and learn about new resources and approaches.

The presentation submissions for this year must be applicable to the faculty development focus, and fall into one of the following three categories:

- **TRACK 1:** Scholarship of Teaching and Learning (SoTL) in Emergency Management
- **TRACK 2:** Research Methodology & Integration
- **TRACK 3:** Policy & Administration of EM Programs

**Submission Guidelines (please read this entire section)**

You will be asked to include details pertaining to the presenters, type of presentation, length, as well as a brief summary of the activity or presentation topic. Be sure to complete all required information fields. Carefully review and edit your responses prior to submitting your completed proposal. Incomplete proposals will not be reviewed. In addition to completeness, each proposal will be assessed by an independent review committee against the following criteria:

- **Relevance:** the proposal should demonstrate alignment to the conference tracks;
- **Clarity and Quality:** the proposal should clearly outline the topic that will be featured in the presentation as well as its main concepts/ideas. (please quality control your proposal for spelling and grammar);
- **Innovation:** the proposal introduces new ideas, methods, and/or approaches that promote new knowledge and have the potential to contribute to the field;
- **Focus:** the proposal contributes to knowledge on broader issues of methods, theories, policies and practices that have value to a wide community;

A mentor will assist with the development of the presentation and follow-up.
Compensation
There is no compensation or travel expenses covered for presenters. Considering the benefits of attending the conference, presenters do not receive reduced or waived conference registration fees.

Important Dates

**Deadline for Submissions: March 2, 2018**
Notification of Acceptance: Mid to late April, 2018
Submission of Support Materials for Print: May 1, 2018
Submission of Final Presentation (if applicable): May 1, 2018
Symposium Registration Deadline (international participants): February 15, 2018
Symposium Registration Deadline (domestic participants): April 27, 2018

Review Process
Each track will be reviewed by an academic lead in the track area along with a minimum of three additional peer reviewers. The review rubric will be the same for all tracks and will provide ratings for: 1) clarity and completion of the submission, 2) interesting and relevant abstract/synopsis, 3) clear and meaningful objectives/expected learning outcomes and 4) a session outline/detailed description that is comprehensive, thought-provoking, and consistent with the stated abstract. Each submission will be notified of their acceptance, conditional acceptance or rejection by mid to late April 2018.

Submission Form

- **SESSION TITLE**
  - 100 character maximum – no more than 10 words
  - Titles should briefly identify the content and audience and should be able to stand alone and give a clear idea of what will happen in the session.

- **SUBMISSION TRACK**
  - **TRACK 1: Scholarship of Teaching and Learning (SoTL) in Emergency Management**
    The Scholarship of Teaching and Learning is an inquiry of student learning at the post-secondary level which can, in turn, advance the practice of teaching. Much of SoTL research is outside the discipline of emergency management and homeland security. Submissions for this track should address all or some of the following: trends, gaps, opportunities and/or challenges, benefits, applicable pedagogical/andrological theories and tools, program and course assessment, online learning, and/or creating and maintaining community partnerships in SoTL specific to emergency management and homeland security.
  - **TRACK 2: Research Methodology & Integration**
    Submissions for this track should address current research integration into emergency management curricula, applicable research methods to promote the exploration and understanding of relevant emergency management topics, and/or techniques for teaching research methodology in emergency management and homeland security programs.
  - **TRACK 3: Program Policy & Administration**
    Submissions for this track should include successful approaches, practices and challenges related to policy development and program administration of emergency management and homeland security programs. This can also include the administration and policy development and challenges that may come with administering blended programs that integrate emergency management programs with other disciplines such as public health, homeland security, criminology and public administration. Other topics for this track include securing jobs and internships, program sustainability, and student and faculty recruitment.

- **POSTER:** Poster submission topics can be aligned with any of the three tracks. More specific instructions on specifications and expectations can be found later in this document and on the Higher Education Program website.

- **PRESENTER INFORMATION**
  - Complete information for each presenter MUST be included. This includes Name, Address, Phone, Email, and Institution.
  - In addition, please include key research and/or teaching interest areas.
A biography is required for each presenter. Due to printing constraints, the biography is limited to approximately 100 words. The form allows for a maximum of 500 characters per bio.

PANELS: For panels, the moderator should be listed as “Presenter 1.” This is required for submission. Please include any confirmed panel members on the submission form. If the panel is not fully formed, please include a list of potential panelists in the detailed description section of the submission. Panel members should be listed under “Presenters 2-4.” For additional members, please include them as an attachment and ensure that presenter information is complete. For program purposes, a final list of panelists is due by May 1, 2018. Any panelist not included in the original proposal require approval of the track lead and the Higher Education Program Manager.

- ABSTRACT/SYNOPSIS
  - The abstract/synopsis should be limited to 50 words. This is the information that will be published in the program so that participants will understand the purpose of the presentation.

- PRESENTATION STRUCTURE
  - Panel: The purpose of the Panel session is to engage a group of panelists in an interactive discussion or debate. Proposals for panel discussions should include clear descriptions of the topics to be discussed and the procedures that will be used to manage the discussion among panelists and with the audience. “Presenter 1” should be used for the session moderator; if the moderator will also be participating on the panel, please advise in the detailed description. Panelists should be listed under “Presenters 2-4;” additional panelists may be included at the end (please make sure to include all information for each panelist).
  - Poster: Poster sessions will be presented during the “Share Fair” and provide a less formal opportunity to share work with colleagues. Posters will be printed by the Higher Education Program to ensure consistency. Accepted poster submissions will be provided with the required format and a deadline for completion. Posters that do not make the deadline or do not use the prescribed format will be rejected. The Higher Education Program will review and edit, if needed, for printing purposes. Presenters will have a 1 week period to review the final mark-up of the poster; if no response is received, the poster mark-up will be considered accepted. Presenters must be present to answer questions during the Share Fair. Posters will be evaluated by Symposium Participants, and the best Poster will win an Award.
  - Note: No electricity will be available, nor will AV equipment or display tables be permitted.
  - Research Paper: A paper refers to a fully developed manuscript on a scholarly topic. Papers with a common theme may be grouped into paper sessions on the Annual Symposium Program. Each author will have a set amount of time to present his/her work and group discussions will follow.
  - Roundtable: A roundtable is a group discussion on a particular theme or topic. Roundtable presentations typically include a 5-10 minute presentation by the organizer to introduce the topic, followed by discussion and feedback from participants. Presenters should bring targeted questions to pose to the participants.
  - Workshop: A workshop is a platform for colleagues to share knowledge and expertise and foster the professional development of workshop participants.
  - Other: If the presentation structure does not fit into one of the above categories, please select “Other” and explain the presentation structure in the detailed description portion of the submission form.

- OBJECTIVES/EXPECTED LEARNING OUTCOMES
  - Write objectives that focus on the WHAT you expect the participants to do or learn at the conclusion of your presentation.
  - What do you want your attendees to remember?
  - What three things do you want your attendees to recall upon leaving your presentation? Two to three main points is the maximum for a thirty- to sixty-minute presentation.

- KEYWORDS
  - Please include 3-5 keywords for your topic.

- NEEDED EQUIPMENT
  - Standard A/V equipment, including a computer, projector, and screen will be provided. Flipcharts will also be provided. Please list any special equipment you may need.

- SESSION OUTLINE/DETAILED DESCRIPTION
  - A description of the topical content and delivery plan. This should be 300-500 words.
Publication
Presenters are encouraged to publish the material coming from the Symposium. Toward this end, we are working with publishers to capture a proceedings issue of our symposium. In past years we have not received enough full submissions. If you are interested committing to writing up your session for publication, please note this on your submission.

For Additional Information
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