**Email Template for Session Organizers**

 *[****Note to Session Organizers****: This template can be used to request necessary information for full conference session submissions by copying and pasting the language below into an email to anyone who will participate in this session. Remember to include a suggested deadline to receive presentation details in order to submit the full proposal by the deadline. Also, please include your name at the end.*

*When you submit a proposal, speakers will* ***not*** *automatically receive an email notification. By using the Share function outlined in the* [*CATALYST Quick Start Guide*](http://recsconference.net/PDF/RECS-2022-Call-For-Proposals.pdf#page=7)*, speakers can create a CATALYST account and have access to edit or view the submission.]*

**Subject:** Action Needed – RECS 2022 Request for Proposal Details

Hello,

I am the session organizer for the full conference session we plan to propose for the Research and Evaluation Conference on Self-Sufficiency (RECS) 2022. As the session organizer, I am responsible for entering all proposal details into the submission system.

To facilitate our full conference session submission, please provide the following information for your presentation in a Word document by ***[add suggested deadline].*** Providing your information by this date will allow me to complete our submission by the Call for Proposals deadline on **August 27, 2021 at 11:59 pm ET.**

**Required Contact Information:**

* First and Last Name
* Phone Number
* Email Address
* Organization Name
* Job Title
* Biographical Sketch (250 word limit)
* Emerging Scholar details (if applicable)
	+ - Emerging scholars are early in their research careers, and can include recent PhD and Master’s graduates (2017 and later), as well as individuals who are currently in graduate school.
		- Provide year or anticipated year of graduation if a session participant identifies as an emerging scholar.
* Application for Travel Support to RECS 2022 (if applicable)
	+ - RECS 2022 is currently being planned as an in-person event, to be held in Washington, DC, on June 1–3, 2022. The Office of Planning, Research, and Evaluation (OPRE) may be able to support travel and lodging for a limited number of speakers, including emerging scholars. Each speaker wishing to be considered for travel support is required to complete these fields as part of the proposal submission process. Note that OPRE cannot consider travel support requests made outside of this system. OPRE asks that speakers only apply for travel support if they would otherwise not be able to attend the conference.
		- If a speaker would like to request travel support, the following fields are required:
* Reason for attending (500 word limit)
* Without travel support, would you be able to attend and present at RECS 2022? Yes/No
* Would you be able to attend with partial travel support (i.e., OPRE supports your hotel costs but not your airfare, for example)? Yes/No

**Required Presentation Information:**

* Presentation Title (15 word limit)

	+ Overview of the presentation, including context, issues addressed, relevance to RECS themes and audiences, and (if applicable) hypothesis tested and research questions (175 word limit)
		- You may include co-authors in your proposal summary. However, please note that OPRE typically invites only one speaker to present and can only list that speaker in the conference program book due to space constraints. If selected, you will have the opportunity to add co-author(s) to your presentation, and you are encouraged to recognize their contributions during your presentation.
	+ Data Sources and Research Methods (100 word limit)
	+ Key Findings or Summary of Main Points (150 word limit)
	+ Equity Focus
		- In response to the [Executive Order On Advancing Racial Equity and Support for Underserved Communities Through the Federal Government](https://www.whitehouse.gov/briefing-room/presidential-actions/2021/01/20/executive-order-advancing-racial-equity-and-support-for-underserved-communities-through-the-federal-government/) issued on January 20, 2021, OPRE invites proposals with a focus on equity. If a presentation and/or session has an equity focus, please indicate that in your submission and provide a brief 1–2 sentence description (50 word limit). An equity focus is not required for acceptance into RECS.
	+ Previously Presented Details (if applicable)
		- Where were the findings presented, and what new information will be presented if accepted to RECS? (50 word limit)
	+ Study/Project Funding Details
		- Is this study or project federal-funded? Yes/No
		- Is this study funded by the U.S. Department of Health and Human Services? Yes/No
		- Is this study funded by OPRE? Yes/No
		- If the project is **not** funded by U.S. HHS or OPRE, please provide the funding agency and project name.

Thank you for providing the required proposal submission information.

***[Session Organizer Name]***