Submission Guidelines for Teaching Proposals

- Teaching proposals submitted after the deadline will not be considered.
- Up to three proposals may be included on one submission form. If you wish to submit more than three proposals, you may submit multiple forms.
- There is no limit on the number of proposals you may submit.
- Workshops, labs, and PDIs are intended to be educational in nature and are not to be used as a means to sell or market products or services. Product and company names may not be included in the workshop title but are allowed in the class description.
- When naming your sessions, short is best. Longer titles may be edited to better accommodate our digital programming platform.
- Titles for workshops should be creative and informative. Please remember that students at the International Thespian Festival may not have the same theatrical vocabulary as educators at the EdTA National Conference.
- Submissions for the International Thespian Festival should include at least two workshop proposals. If invited, artists can expect to teach multiple times throughout the week. Having at least two proposals allows us to offer a variety of sessions.
- Selecting the correct skill level for your workshop is extremely important. Be honest.
- Attendance caps are allowed but must be included in the course description.
- Include active and collaborative learning in proposed lesson plans whenever possible.
- Veteran teaching artists are strongly encouraged to submit new titles at least every three years to refresh course offerings and keep educational content current.
- When preparing your proposal, be sure to take extra care when requesting equipment. What will you need and use? We will do our best to accommodate your needs but cannot guarantee fulfillment.
- When preparing your proposal, be sure to take extra care when requesting space requirements. What set-up (chairs, movement space, etc.) will you need for the session to be successful? We will do our best to accommodate your needs but cannot guarantee fulfillment.