**Panel Title: Centered, Boldface, and Title Case**

**Abstract**

An abstract is a brief summary of your proposal, which will be submitted as part of the online proposal form, allowing reviewers to quickly understand the main points and purpose of your work.  Please limit the abstract to 250 words.

**Panelists**

Please provide a list of the panelists (4-6) with each individual’s affiliation noted.

**Introduction**

New for 2021! Panel chairs will bring together experts in an area of work for facilitated discussion and question and answer. Panels should include 4-6 people and will have 90 minutes. Panel proposal submissions should include the following section headings.

In general, the manuscript should adhere to the following guidelines:

* Full narrative no more than 2,000 words; references may extend beyond.
* Proposals should be prepared in Word (.doc or .docx) format.
* All proposals must be blinded on submission, which means that no identifying information should appear in the document or in the filename. Submissions that do not comply will not be sent out for review.
* Please save files as: Type\_\_ALE21 (e.g. Roundtable\_\_ALE21.doc or Workshop\_\_ALE21.docx)
* Use Times New Roman 12‐pt font
* Set all margins at 1”
* Single-space the proposal but double-space between paragraphs, headings and text, tables, etc.
* Tables and figures should be inserted into the manuscript/proposal of the text at or near first mention of the table or figure in the manuscript/proposal
* Tables should be inserted ONLY using the table format in Word. ALL TABLES must be smaller than ONE PAGE.
* All figures MUST be imported into your word file as a .jpg file with a minimum resolution of 400 dpi, Use the same typeface (Times New Roman) for all figures. Use symbol font for Greek letters. Acceptable formats for figures are: .jpeg or .png
* Center and bold section headings
* Use the *Publication Manual of the American Psychological Association* (7th edition) for all references and citations.

The introduction should define the problem or topic to be examined and explain the parameters or limitations of the situation.  It should also stimulate interest in the subject and remainder of the manuscript.  Finally, it should include clear and concise learner/participant objectives.

**Background**

This section should highlight the connection to existing literature/discussion (theory, practice, assessment, etc.) in the field of leadership, education or other related pedagogy/research.

**Description**

This section is the place to highlight clear details about how the panel of no more than 4-6 people will be facilitated. This section should include an overview of the session plan with a focus on time allocation for the 90-minute session. Possible panelist question prompts should be included. Description should also include means of facilitation for online engagement.

**Foreseeable Implications**

The facilitator(s) should reflect on the implications or impact the problem or topic will have on the leadership community, as well as offer additional insights or implications relevant to other practitioners.  This section should show a clear connection between the topic or problem and leadership education.

**References**

The reference list that follows is a mock list. According to APA style, the reference list should include entries for all in-text citation. Material that was not mentioned in the narrative should be omitted from the reference list. Please include DOI information for all article references for which this information exists.

American Psychological Association. (2019). *Publication manual of the American Psychological*

*Association* (7th ed.).  Washington, DC: Author.

Council for the Advancement of Standards in Higher Education (2009). Student leadership

programs. In *CAS professional standards for higher education* (7th ed.). Washington, DC: Author.

Kupers, W., & Weibler, J. (2008). Inter-leadership: Why and how should we think of leadership

and followership integrally? *Leadership, 4*, 433-475. doi:10.1177/174271500809510