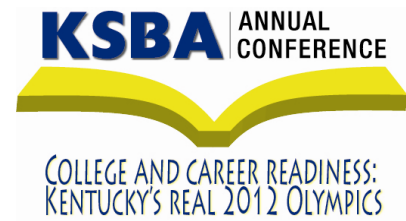


Workshop Proposal Guidelines

76th Annual Conference
Kentucky School Boards Association
February 3rd – 5th, 2012
Galt House East, Louisville, Kentucky



2012 Conference Theme:

“College/career readiness: Kentucky’s *real* 2012 Olympics”

Proposal Guidelines

Proposals are being solicited for two types of sessions to be presented:

Informational Clinic Sessions (75 minutes)

Each informational session will be a maximum of 75 minutes. The purpose of these sessions will be for presenters to share their experience, information, knowledge, or research about successful programs in their district or topics of critical importance to board members and education leaders. Lecture portions should be interspersed with ample time for audience questions and participation.

Interactive, Skill-Building Sessions (3 hours)

Each skill-building session will be a maximum of 3 hours. The purpose of these sessions is to provide an opportunity for participants to interact with each other and the presenter by asking questions and participating in skill building exercises and activities. Lecture portions of the presentation should specifically address the practices, process, or strategies necessary to understand and implement the ideas presented.

Selection Criteria

Priority for both types of sessions will be given to proposals that reflect these criteria:

- ✚ **MUST** relate to local school board team roles and responsibilities
- ✚ Relevance to conference themes and goals
- ✚ Identification of what the participants will know and be able to do as a result of their attendance at the session
- ✚ Support for the topic with appropriate research
- ✚ Clarity of intent, description, and design for the session
- ✚ Clarity of learning objectives for the session
- ✚ Degree of participant involvement such as interactive discussions, learning activities and skill building exercises
- ✚ Practical usefulness to participants
- ✚ Innovation and creativity in presentation content

Conference Goals

1. To present research-based, proven and promising practices that help board teams understand and improve student achievement.
2. To practice wise and efficient stewardship of district resources.
3. To demonstrate effective governance of local public schools.
4. To represent the community’s best interests in public education.

Presenter Information

- ✦ All presenters must submit a registration form for the conference by or upon acceptance of the proposal (conference registration fee will be waived for up to two presenters per session).
- ✦ In-state presenters contribute his/her services in a volunteer capacity.
- ✦ There are limited funds available to support out-of-state speakers.
- ✦ Presenters are responsible for providing materials. KSBA will duplicate handouts if a photo ready master is provided by January 13th, 2012.
- ✦ KSBA will provide flip charts, markers, overhead projectors and screens, upon request. Access to LCD projectors is limited. Computers are not available - please plan to bring your own.
- ✦ Presenters may be asked to combine their presentations with other like submissions to provide a stronger session.

Helpful Tips to Consider as You Prepare Your Proposal

1. Recognize that everyone in your audience has knowledge to share. Limit lecture time and provide opportunities for audience participation.
2. Provide a general overview of your topic and, if appropriate, what the current research/evaluations say about it.
3. If possible, bring handouts and other materials that participants can use immediately upon return to their district.
4. Have participants share their own experiences when appropriate.
5. Summarize key points from the session.
6. If you will use a Power Point presentation, consider making a handout of the slides.
7. The session abstract must accurately describe your presentation.

Submission of Proposal

The deadline for submission is October 14th, 2011. Please complete and sign the proposal form and return to the attention of:

Kerri Schelling
260 Democrat Drive
Frankfort, KY 40601
Fax: 502-783-1456

The lead presenter of each proposal will be notified of their selection status, by email, no later than November 11th, 2011.

If you have any questions, or would like further information, please contact Kerri Schelling at kerri.schelling@ksba.org or Tammie Conatser at tammie.conatser@ksba.org.

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