

# Workshop Proposal Guidelines

**Winter Symposium**  
**Kentucky School Boards Association**  
**December 4 – 5, 2015**  
Marriott Louisville East



## **Proposal Guidelines**

### **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.

### **Selection Criteria**

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

- ✦ **MUST** relate to local school board team roles, responsibilities and perspectives
- ✦ Reflect the core work, actions and styles of effective school boards
- ✦ 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, design and learning objectives for the session
- ✦ Degree of participant involvement such as interactive discussions, learning activities and skill building exercises
- ✦ Innovation and creativity in presentation content
- ✦ Proposals received from proprietary companies **MUST** offer information that will be beneficial to every participant regardless if that member's school district hires the presenter's company or one of their competitors. KSBA will not accept proposals for sessions designed to sell a product or service submitted under the guise of professional development.

### **Presenter Information**

- ✦ All presenters must submit a registration form for the conference by or upon acceptance of the proposal. (The conference registration fee will be waived for one presenter per session and is non-transferrable. Fees for meals and pre-conference sessions apply).
- ✦ Presenters contribute his/her services in a volunteer capacity.
- ✦ Presenters are responsible for providing materials. KSBA will duplicate handouts if a photo ready master is provided by November 27, 2015.
- ✦ KSBA will provide flip charts, markers, overhead projectors and screens, upon request. Access to LCD projectors is limited. Computers, remotes, sound patches and internet connections are not available through the conference - please plan to bring your own or make arrangements directly with the hotel.
- ✦ 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 title and abstract must accurately describe your presentation.

### **Submission of Proposal**

**The deadline for submission is September 11, 2015.** 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 October 16, 2015.

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

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