Workshop Proposal Guidelines
Kentucky School Boards Association (KSBA)

Proposals are regularly solicited for high-quality breakout sessions at KSBA conferences that focus on topics of interest to school board teams and that will help them govern effectively. The purpose of these sessions will be for presenters to share their experience, information, knowledge and/or research about successful programs in their district or topics of importance to board members and education leaders. Lecture portions should be interspersed with time for audience questions/participation. Generally, conference sessions fall into the following two categories, and proposals are expected to fill the entirety of the assigned sessions.

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 experiences, information, knowledge or research about successful programs in their districts or topics of 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 opportunities 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 will be given to proposals that reflect these criteria:

- MUST relate to local school board member and/or board team roles and responsibilities.
- Reflect the core work, actions and styles of effective school boards.
- Identification of what the participants will learn and ideally take away from the session for application in their work as district leaders.
- Support of 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.
- This conference is a non-commercial forum. Proposals received from proprietary

companies MUST offer information that will be beneficial to every participant regardless of whether 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.

- Companies submitting session proposals should indicate their intention to exhibit or sponsor at the event at which they are proposing to present. However, this is for information purposes only and is not a factor in proposal selections. Companies selected for a presentation will not receive extra consideration for an exhibitor booth.
- Preference will be given to proposals that include the involvement of at least one school board team member.

Presenter Information

- Workshop sessions are open to school board members, superintendents and district administrators registered for the conference. If board team members or district administrators are selected to present and plan to attend additional conference sessions, they must register as an attendee. (Note: Workshops are not open to the public, exhibitors or anyone not affiliated with a district.)
- Presenters contribute their services in a volunteer capacity.
- Presenters are responsible for providing presentation materials in advance of the event. We ask that materials be submitted electronically to KSBA no later than two weeks before the event so that we may make them available to attendees in advance. KSBA does not print/distribute hard copy handouts to attendees. If you will use a slide deck presentation, please make available a print-friendly version of handouts/slides.
- KSBA will provide an LCD projector and screen package upon request. Laptops, remotes, sound patches and internet connections are not readily available at the conference. Please plan to bring your own or make payment arrangements directly with the hotel.
- In some instances, 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

- Recognize that everyone in your audience has knowledge to share. Provide opportunities for audience participation, including sharing their own experiences when appropriate.
- Provide a general overview of your topic and, if appropriate, what the current research/evaluations say about it.
- Summarize key points from the session.
- The session title and abstract must accurately describe your presentation.

Submission of Proposal

For consideration, proposal submissions must be submitted by the deadline provided on the online registration form. Questions may be directed to **KSBA Board Team Development (260 Democrat Drive, Frankfort, KY 40601) at** (800)372-2962 or training@KSBA.org. The lead presenter of each proposal will be notified of their selection status, by email, within a few weeks of the proposal deadline.

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