

Instructions for Call for Proposals

These notes will help you better prepare your responses for the online proposal form. **Please ensure you have sufficient time to complete the form as there is no opportunity to re-open your form.** If you abandon your form mid-session, you will have to start over again. There is no opportunity to change your entry after you leave the web page.

SAMPLE SCREEN SHOTS	INSTRUCTIONS
<p>1.</p> <p>Session Title *</p> <input type="text"/>	<p>Market your workshop! Select a title (10 words or less) that is creative and engaging. The title will draw participants to read your description and influence attendance.</p> <p>EXAMPLE: <i>Engage and Inspire with Authentic Common Core Mathematic Activities</i> instead of <i>Common Core Math Facts</i></p>
<p>2.</p> <p>BROCHURE DESCRIPTION: *</p> <input type="text"/>	<p>Limit 50 words. Your brochure description should be a snapshot of your presentation – what participants will do and learn in your session and why it is beneficial for them to attend. It should be written in complete sentences (not bulleted) copy-ready for the printer.</p>
<p>3.</p> <p>LEARNING OUTCOME 1: *</p> <input type="text"/>	<p>Please describe specific results participants can expect from your presentation. Briefly explain what participants will be able to do after attending your session.</p>
<p>4.</p> <p>LEARNING OUTCOME 2 *</p> <input type="text"/>	<p>Please describe another specific result participants can expect from your presentation. Briefly explain what participants will be able to do after attending your session.</p>
<p>5.</p> <ul style="list-style-type: none"> <input type="checkbox"/> INSTRUCTIONAL STRATEGIES (such as): Common Core, Differentiated Instruction, English Language Learners, Special Education <input type="checkbox"/> CLASSROOM CULTURE (such as): Restorative Practices; Equity, Diversity Training <input type="checkbox"/> SCHOOL COUNSELOR (such as): Home/School Relations, Trauma and Empathy <input type="checkbox"/> EARLY CAREER EDUCATOR (such as): Getting through the First Few Years, Coaching and Mentoring 	<p>Indicate the professional development topics your presentation best addresses. (Suggested topics are general examples – your topic may be more specific.)</p>
<p>6.</p> <p>TARGET AUDIENCE: *</p> <ul style="list-style-type: none"> <input type="checkbox"/> School all stakeholder team <input type="checkbox"/> Elementary School <input type="checkbox"/> Middle School <input type="checkbox"/> High School <input type="checkbox"/> Support Personnel: Para-educator, Secretaries, etc. <input type="checkbox"/> Teachers <input type="checkbox"/> New Teachers <input type="checkbox"/> Special Education Teachers <input type="checkbox"/> Specialists <input type="checkbox"/> Administrators <input type="checkbox"/> College & University Education Professors <input type="checkbox"/> ALL <input type="checkbox"/> Other <p>Specify Other</p> <input type="text"/>	<p>Indicate the target audience(s) for your presentation. Check all that apply. If you select “Other,” please stipulate in the field, “Specify Other.”</p>
<p>7.</p> <p>Title **</p> <input type="text"/>	<p>Please type your name as you would like it to appear on the website and in the brochure. If you have a co-presenter, be sure to have their bio and contact information before you start.</p>
<p>Lead Presenter *</p> <input type="text"/>	
<p>8.</p> <p>EMAIL *</p> <input type="text"/>	<p>This is our primary means of contacting you. MSEA does not sell or share this information.</p>
<p>9.</p> <p>SHORT BIO: *</p> <input type="text"/>	<p>Bio must be less than 50 words and be printer-ready for the brochure.</p> <p>EXAMPLE: <i>Mary Jones has taught middle school math and special education for 14 years and is a mentor for student teachers at the University of XYZ. She has been a member of Bay County Public Schools workgroup on transitioning to the Common Core, focusing on implementation in inclusion classrooms.</i></p>