

# Proposal to Present Form

Deadline for Submitting Proposals: April 13, 2012

With your help, we can make the 26th Annual *HSTW* Staff Development Conference a high-quality learning experience for everyone. Please submit proposals that address the conference objectives and are based on practices that work. Your proposal will be reviewed, and you will receive notification of acceptance via e-mail. **Presenters who are accepted for this event must register for the conference and pay the registration fee.** You may submit a proposal to present in one the following ways:

- Online: <http://home.sreb.org/hstw/summerconference/proposals/default.aspx>
- By fax: (404) 872-1477
- By mail: *HSTW* Summer Conference Coordinator  
SREB  
592 10th St. N.W.  
Atlanta, GA 30318-5776

Receipt of your proposal to present will be confirmed via e-mail. If you do not receive a confirmation, please e-mail [summerstaffdev@sreb.org](mailto:summerstaffdev@sreb.org) or call (404) 962-9629 for assistance.

**Note: This form cannot be used to register for the conference. You must register separately on a different form.**

1. Presenter's Name \_\_\_\_\_  
School or Organization \_\_\_\_\_ *HSTW/MMGW/TCTW* Site? (Circle one) Yes No  
Mailing Address \_\_\_\_\_ Exhibitor? (Circle one) Yes No  
City, State, Zip \_\_\_\_\_  
Job Title \_\_\_\_\_ Content Area (if applicable) \_\_\_\_\_  
Personal/Summer E-mail \_\_\_\_\_  
(All communication will be by e-mail. We must have your summer e-mail address.)  
Daytime/Summer Phone Number \_\_\_\_\_  
(Provide a number where you can be reached through July.)  
Have you presented before? Yes No (If yes, please state year) \_\_\_\_\_

**List additional presenters' names. Your name and up to two others will appear in the program.**

2. Presenter's Name \_\_\_\_\_  
School or Organization \_\_\_\_\_ *HSTW/MMGW/TCTW* Site? (Circle one) Yes No  
Mailing Address \_\_\_\_\_ Exhibitor? (Circle one) Yes No  
City, State, Zip \_\_\_\_\_  
Job Title \_\_\_\_\_ Content Area (if applicable) \_\_\_\_\_  
Personal E-mail \_\_\_\_\_ Daytime Phone Number \_\_\_\_\_  
Have you presented before? Yes No (If yes, please state year) \_\_\_\_\_

3. Presenter's Name \_\_\_\_\_  
School or Organization \_\_\_\_\_ *HSTW/MMGW/TCTW* Site? (Circle one) Yes No  
Mailing Address \_\_\_\_\_ Exhibitor? (Circle one) Yes No  
City, State, Zip \_\_\_\_\_  
Job Title \_\_\_\_\_ Content Area (if applicable) \_\_\_\_\_  
Personal E-mail \_\_\_\_\_ Daytime Phone Number \_\_\_\_\_  
Have you presented before? Yes No (If yes, please state year) \_\_\_\_\_

**Name Your Own Presider.** *Presiders at the Staff Development Conference open and close workshop sessions, introduce presenters, keep sessions on schedule, take notes and collect presenter information on each session for HSTW. Presider names will appear in the program. (You may name yourself as your own presider.)*

You may register online or attach the registration form, found at the end of this document, to this Proposal to Present form.

Conference objective number and letter (see Pages 1 to 3): \_\_\_\_\_ (Example: 5b)

Session Type (see Page 7; check all that apply):

- High Schools                       Middle Grades                       Technology Centers                       Urban Schools
- Outstanding Educators and Leaders                       Mini-Sharing Sessions

\_\_\_\_ Thursday or Friday Full Session

\_\_\_\_ Saturday Session (90 minutes)

\_\_\_\_ Mini-Sharing only (two, 25-minute sessions in a time slot)

Presenter School Location (check one):

- Rural                       Suburban                       Urban                       Not Applicable

Presenter School Size (check one):

- Small (fewer than 100 per grade level)                       Medium (100 to 250 per grade level)
- Large (more than 250 per grade level)                       Not Applicable

Are you willing to repeat this session?

- Yes \_\_\_\_\_ # of times                       No

Audiovisual requirements: Items must be requested at least 60 days prior to the conference.

- Screen                       Overhead projector                       Flip chart and marker                       None needed

If you plan to show a PowerPoint presentation, you will need to bring your own data projector, laptop, cables, power strip and extension cord. **In the event you are unable to provide your own equipment, you may obtain equipment at your own expense from TechRentals, (800) 967-2419, 60 days prior to the conference.**

**The session title and abstract will be reviewed, edited and printed in the conference program. Both should be written concisely and proofread thoroughly before submitting.**

Session Title (five to 10 words):

\_\_\_\_\_

Session Abstract (no more than 50 words): In three to five sentences, describe your session in a manner that will sell it. Please note: Your abstract will be edited for the program to correlate with SREB style guidelines.

\_\_\_\_\_

\_\_\_\_\_

Further Description: Please provide any additional information that will help SREB understand your session. Include how you used data to identify problems and find solutions, what you have done, changes you've made, and how they affected student achievement and high school completion rates, etc. This information **will not** appear in the conference program.

\_\_\_\_\_

\_\_\_\_\_

Target Audience \_\_\_\_\_ (English teachers, career/technical teachers, etc.)