

October 16-18, 2019 | Sacramento, CA
Fall TA Call for Presenters

The EveryChild California invites you to be a presenter at our Fall Technical Assistance and Statewide Meeting in Sacramento, California.

Procedures for submitting a workshop proposal

- Workshop titles must clearly communicate the content of the program.
- Presenters are limited to presenting in two workshops total.
- Sessions are either 90 or 180 minutes in length. If your program requires more or less time, please note that in the "General Comments" section of the proposal.
- Proposal must be submitted by June 7, 2019.

Registration for Presenters

The primary presenter for each workshop will receive a complimentary registration for the day of their presentation. If wishing to attend the entire Fall Technical Assistance, the primary presenter will receive a discounted registration rate of \$250.

Honorarium and Expenses

As a non-profit educational association, EveryChild California does not pay an honorarium for workshop presentations. Speakers must also cover their own travel and printing expenses.

Room Set

The majority of workshop rooms will be set in theatre-style seating (rows of seats with podium at the front). This room set is used to maximize the number of seats available in the program. If tables for attendee activities are required for your workshop, please note this on your proposal form. A limited number of workshops requiring tables for attendees will be accepted.

Audio-Visual Equipment

Each workshop can be provided with a projector package (projector, screen, power, cart and microphone). Computers are not provided by EveryChild California. All other AV needs, including Wi-Fi, are not provided by EveryChild California.

Target Audience

On the proposal form please indicate which program types are the target audience of your workshop. *Please check all that apply.* The program types are AP, Center-Based, School-age or FCCHEN. If your presentation does not fit into any of these program types, please choose "Other."

Promotion of Materials/Non-Commercial Presentations

EveryChild California workshops are learning experiences and are to remain free of commercial influence. Vested interest in workshop content does not prevent a proposal from being accepted, but the relationship must be disclosed to workshop participants. "Vested interest" includes curriculum, and/or books that are self-produced and sold for profit.

If selected, a speaker should state their connection at the beginning of the presentation. A financial supporter of the program may be referenced verbally one time and included in one slide at the end of the workshop. Marketing materials may be available in the room for participants to pick up at their discretion. Sales of products/materials are to be conducted in the exhibit hall and only within contracted exhibit space.

For information on exhibiting, contact Valerie Denero at EveryChild California at valerie@everychildca.org or 916-443-5919.

Communication

Communications from EveryChild California will be via email and directed to primary presenters. Primary presenters will be responsible for communicating information from EveryChild California to their additional presenters. A valid email address is required for all primary presenters.

Review and Acceptance Process

Each proposal is reviewed by a team of peers selected by EveryChild California's Events and Professional Development Committees. All reviewers are currently active in the ECE field. Criteria will include, but is not limited to: content focus, timeliness and relevancy of content, educational value of content, thorough and professional proposal, and experience of presenters. All submitters will be notified of their proposal's status by June 10, 2019.

Instructions

Before beginning the workshop proposal submittal process, have the following information available:

- Name and title of all presenters
- Contact information for primary presenter
- Workshop title
- Workshop description
- Learning objectives

Timeline

June 7, 2019 Deadline for submitting proposals

June 10, 2019 Notification will be sent to submitters of proposals

October 1, 2019 Presentation materials due (if volunteering to share with attendees)

October 16-18, 2019 EveryChild California Fall Technical Assistance and Statewide Meeting

Thank you for your Interest in Sharing Your Knowledge and Expertise with This Community of ECE Leaders!

EveryChild California Fall Technical Assistance and Statewide Meeting

October 16-18, 2019

Hyatt Regency Hotel, Sacramento, CA

PRESENTER DESCRIPTION (Please print or type)

Presenter Name: _____ Title/Position _____

Additional Presenters Name _____ Title/Position _____

E-mail Addresses (Presenter 1) _____ (Presenter 2) _____

Organization/Agency _____

Address _____ City _____ State ____ Zip _____

Phone # _____ Cell Phone # _____ (for contact on day of workshop)

Presentation Title _____

A brief statement suitable for the conference program describing your presentation; *Please clearly state the content and goals of the workshop. This description will be used in the program.*

EveryChild California reserves the right to edit titles and descriptions. (Max. 100 words)

Target Audience: ___ AP ___ Center-Based ___ FCCHEN ___ School-Age ___ Other
(Check all that apply)

Date Preference: ___ Wednesday (limited) ___ Thursday ___ Friday ___ Any Day

Length of Workshop: ___ 90 Minutes (1.5 Hours) ___ 180 Minutes (3 Hours)

___ Yes! I would like to take advantage of the complimentary **1-day** registration only

___ Yes! I would like to attend the **full conference** for the discounted rate of **\$250**. Please invoice me.

General Comments: _____

Mail completed proposal to:

Adam North – EveryChild California 1107 2nd Street, Suite 320, Sacramento, CA 95814

Or, email at: adam@everychildca.org, By **June 7, 2019**