Georgia Preschool Association Annual Conference

Call for Proposals

Deadline for Proposals: June 1, 2019

Proposals should include the following:

- Completed application including Title of Presentation, Target Audience, a brief outline, Presentation Methods to be used, a brief description of the workshop, and a brief statement of the presenter(s) qualifications, a Social Security number or Employee Federal Identification Number for taxes.
- Name, title, place of employment, address, work and home/cell phone numbers, and e-mail address for each presenter
- Resume for each presenter
- Outline of Presentation including measurable objectives
- BFTS approval letter if your presentation has previously received BFTS approval
- Three copies of the entire proposal (including resumes/letters)

Proposals will be evaluated by the conference committee and selections made based on the evaluations from prior conferences and the needs of the membership as well as the submissions received.

Contracts will be issued in June or July for the following year's conference.

All Sessions will be 1 ½ hours in length.

All presenters will be offered the following from Georgia Preschool Association:

- An honorarium in the amount of $125 per session presented unless another amount is approved by the conference committee. This means that each SESSION will be paid this amount, not each PERSON.
- Lunch on presentation day(s)
- Up to $50 in consumable supplies (with receipts)
- Hotel Room(s) as needed for presentation days.
- Up to $100 in travel expenses unless another amount is approved by the conference committee.
- Audio/Visuals within reasonable limits. LCD Projectors and/or Lap Top Computers **will NOT** be provided due to the enormous cost incurred to rent these pieces of equipment
- Negotiations will be made to offer Exhibit Space to presenters who need it.
- All other expenses will the responsibility of the presenter.

Proposals should be submitted to:

Georgia Preschool Association

c/o Diane Snyder, Training Chair

645 Feverfew Court

Acworth, GA 30102

OR

May be e-mailed to:

dianemsnyder@comcast.net

Questions may be directed to:

dianemsnyder@comcast.net

770-517-4301 home or 770-499-1580 work

Call for Proposals Application

Name _____ Title _____

Address _____

Home Phone _____ Work Phone _____ Cell Phone _____

E-mail Address _____

____ Please check here if you would like your e-mail address to NOT be listed in the booklet.

Employer _____ Title_____

Title of Workshop _____

Brief Description of Workshop to be included in the Conference Brochure _____

_____

*** Please enclose an outline of your workshop and a current Resume.**

Please select a topic that most describes your workshop:

_____ Administration/Management

_____ Assessments/Portfolios/Observation

_____ Child Development/Developmentally Appropriate Practice

_____ Culture/Diversity _____ Spanish/Sign Language

_____ Art _____ Math _____ Music

_____ Literacy _____ Movement _____ Discipline/Class Management

_____ Health & Safety _____ Infants _____ Toddlers

_____ Professionalism _____ Faith Based _____ Special Needs

Appropriate Age Group: (please check all that apply)

____ All Ages _____Infants ____ Toddlers ____Two's ____ Three's

____ Four's _____ Five's _____ First Grade ____ Grades 2-3

_____ Would you like Exhibit Hall Information?