



Request for Proposals to Present

Calling all presenters interested in providing professional development that promotes the professional growth and development and inspires excellence in the early care and education of children **birth** through age **8**.

Presentations should reflect on our conference theme:

**One, Two, Buckle My Shoe...
Three, Four, Let's Explore!**

We recognize that the following information is lengthy; however, we want you to have as much information as possible prior to completing the submission form.

Proposal Selection Criteria

- Conference sessions should correlate with one of the 10 NAEYC Standards for Quality Early Childhood Program: Relationships, Curriculum, Teaching, Assessment of Child Progress, Health, Teachers, Families, Community Relationships, Physical Environment and Leadership and Management. For detailed information see next page.
- Recognizes diversity in areas such as learning style, professional focus, culture, geography, race, ethnicity, language, family structure, gender and sexuality.
- Content must be applied without using a specific product or service. Sessions for the purpose of sales will not be accepted.
- Anchorage AEYC encourages you to submit your workshop proposal to be reviewed and approved through The Alaska System for Early Education Development (SEED) system. Phase I of the SEED Trainer and Training Approval System was launched in February 2018 as a 3-year voluntary system. AAEYC Conference Presenters are urged to submit a Conference and Event Training Approval Application which

promotes the goal of ensuring high quality trainings that align with the SEED Core Knowledge and Competencies. Workshop training sessions that are SEED-approved will receive the "SEED-approved" training designation signifying the training has gone through the SEED Training Approval application process. See attached SEED Training Approval Application for AAEYC EC Conference.

For information:

Visit: www.seedalaska.org or

Email info@seedttas.org

Call: 907-265-3132

Procedures for Submitting a Presentation Proposal

- One proposal per form. **Please do not create your own form.**
- All information/pages must be completed on the Call for Proposal form or the proposal will not be considered.
- Sessions vary from 90 minutes, 2 hours or 3 hours in length.
- Workshop titles/descriptions must clearly communicate the content of the program. Brief workshop descriptions will be listed in the Final Program distributed onsite. Please be thorough, clear and specific so that the committee can visualize what you plan to do and how you plan to do it.
- Spell out abbreviations or acronyms for institutions, school names, job titles, cities, etc.
- Presentations are limited to a maximum of 2 presenters unless presentation is a panel discussion or special request.
- All presenters are responsible for their own travel, housing

arrangements, parking and other costs associated with the presentation, including handouts, evaluations and AV.

- Format should be appropriate for adult learners.
- Presentation cannot promote or endorse any commercial product or for-profit program.
- Electronic copy of handouts must be provided to conference coordinators. With permission from presenter handout will be posted on Anchorage AEYC website after conference.
- Room will be set for 40 attendees unless otherwise specified.
- **Proposal must be submitted by Friday, October 18, 2019.** Proposals submitted after that date may not be considered.

Anchorage AEYC is seeking presentations targeted to three distinct audiences:

- **Beginning/Emerging**
An introduction for someone new to field. Assumes basic skills & knowledge of or interest in topic or terminology.
- **Intermediate/Established**
A next step for professionals who have been in the field a number of years. Presumes familiarity and experience. Assumes has actively implemented related strategies and has had opportunity for reflection.
- **Advanced/Experienced**
Assumes depth of knowledge, full engagement and active incorporation on a consistent or ongoing basis. Extensive level of work experience or educational background in the particular area/topic to be discussed.

2020 Anchorage AEYC Early Childhood Conference

One, Two, Buckle My Shoe... Three, Four, Let's Explore!

February 6-8, 2020

Additional Information

In Appreciation

- One presenter per workshop session will receive complimentary full conference registration. The Presenter receiving the complementary registration does not need to register online. Complimentary registrations are non-transferable.
- All other co-presenters will need to register online and pay registration fee if attending conference. In the event that you are the co-presenter and will not be partaking in any other Anchorage AEYC Conference events other than presenting your workshop, there will be no charge. You will not need to register but we ask that you send an email to anchorageaeyc@mtaonline.net stating you will be attending as a "presenter only" to ensure that you have a badge.

Funds generated by this conference support Anchorage AEYC activities, enabling us to provide quality, affordable professional development opportunities and services.

Acceptance Notification

Presenters will be notified of acceptance by December 19, 2019.

Workshops Proposed as a Series

If your proposal is in conjunction with a series of proposed workshops, please state this intent. (e.g., "This workshop is one of two in the Music 123 series.") Please note if your workshop is only to be considered in conjunction with the series or if the workshop can be accepted independent of the other programs proposed in the series.

Proposal Timeline

Deadline for Submitting proposals
October 18, 2019

Submit: Electronically to:

anchorageaeyc@mtaonline.net

Mail to: Anchorage AEYC Conference,
c/o C&C Services, Box 771884,
Eagle River, AK 99577

Promotion of Materials/ Non-Commercial Presentations

Anchorage AEYC 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, CDs, and/or books that are self produced and sold for profit.

If selected, a presenter should state their connection at the beginning of the presentation. 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 with contracted booth space. For exhibit information contact, Anchorage AEYC at anchorageaeyc@mtaonline.net.

Communication

Communications from Anchorage AEYC will be via email. If co-presenting then both presenter and co-presenters will be sent communicating information. If co-presenters email is not listed then the primary presenter will be responsible for communicating information from Anchorage AEYC to their additional presenters. A valid email address is required for all primary presenters. All presenters are listed in the Conference Program along with their emails.

Presenters will be supported by an Anchorage AEYC "Host/Volunteer" to assist with any of your presenter needs including, but not limited to:

- Help setting up for your presentation;
- Communicating any of your needs with Anchorage AEYC conference staff (committee members);
- Handing out "attendance stickers" at end of session

Audio-Visual Equipment

Anchorage AEYC does not cover the cost of any audio-visual equipment. You must bring your own equipment if your presentation requires a computer, an LCD projector, or any other electronics devices necessary for Power Point, video clips, or other electronic media format.

Audio-visual available for rental will be:

- Power cart includes cart, screen & electrical cord;
(to be used with **YOUR OWN** LCD Projector, Laptop or Overhead Projector);
- Wired microphone (wireless, lapel, podium or handheld), etc.

You will be billed prior to the conference for any requested AV. As in the past we will be submitting for a grant to cover this cost however, it is not guaranteed so please plan to be billed unless notified otherwise.

Thank You for submitting a Proposal!

The success of Anchorage AEYC's Annual Conference rests on the dedication of individuals, like you, committed to promoting the professional growth and development of those who care for and educate young children birth to age 8. We look forward to your participation in the conference and thank you for your consideration.

The 10 NAEYC Standards for Quality Early Childhood Programs

STANDARD 1—RELATIONSHIPS

The program promotes positive relationships among all children and adults to encourage each child's sense of individual worth and belonging as part of a community, and to foster each child's ability to contribute as a responsible community member. Warm, sensitive and responsive relationships help children feel secure. The safe and secure environments built by positive relationships help children thrive physically, benefit from learning experiences, and cooperate and get along with others.

STANDARD 2—CURRICULUM

The program implements a curriculum that is consistent with its goals for children and promotes learning and development in each of the following areas: social, emotional, physical, language, and cognitive. A well-planned written curriculum provides a guide for teachers and administrators. It helps them work together and balance different activities and approaches to maximize children's learning and development. The curriculum includes goals for the content that children are learning, planned activities linked to these goals, daily schedules and routines, and materials that will be used. NAEYC and the NAEYC Accreditation system do not prescribe a specific curriculum—programs can design their own or choose a commercially available curriculum that meets NAEYC's curriculum guidelines.

STANDARD 3—TEACHING

The program uses developmentally, culturally, and linguistically appropriate and effective teaching approaches that enhance each child's learning and development in the context of the program's curriculum goals. Children have different learning styles, needs, capacities, interests and backgrounds. By recognizing these differences, and using instructional approaches that are appropriate for each child, teachers and staff help all children learn.

STANDARD 4—ASSESSMENT OF CHILD PROGRESS

The program is informed by ongoing systematic, formal, and informal assessment approaches to provide information on children's learning and development. These assessments occur within the context of reciprocal communications with families and with sensitivity to the cultural contexts in which children develop. Assessment results are used to benefit children by informing sound decisions about children, teaching, and program improvement. Assessments help teachers plan appropriately challenging curriculum and tailor instruction that responds to each child's strengths and needs. Assessments are also important steps in identifying children with disabilities and ensuring that they receive needed services.

STANDARD 5—HEALTH

The program promotes the nutrition and health of children and protects children and staff from illness and injury. Children must be healthy and safe in order to learn and grow. Programs must be healthy and safe to support the healthy development of children.

STANDARD 6—TEACHERS

The program employs and supports a teaching staff that has the educational qualifications, knowledge, and professional commitment necessary to promote children's learning and development and to support families' diverse needs and interests. Teachers who have specific preparation, knowledge, and skills in child development and early childhood education are more likely to provide positive interactions, richer language experiences, and quality learning environments.

STANDARD 7—FAMILIES

The program establishes and maintains collaborative relationships with each child's family to foster children's development in all settings. These relationships are sensitive to family composition, language, and culture. To support children's optimal learning and development, programs need to establish relationships with families based on mutual trust and respect; involve families in their children's educational growth; and encourage families to fully participate in the program.

STANDARD 8—COMMUNITY RELATIONSHIPS

The program establishes relationships with, and uses the resources of, the children's communities to support the achievement of program goals. Relationships with agencies and institutions in the community can help a program achieve its goals, and connect families with resources that will support children's healthy development and learning.

STANDARD 9—PHYSICAL ENVIRONMENT

The program has a safe and healthful environment that provides appropriate and well-maintained indoor and outdoor physical environments. The environment includes facilities, equipment, and materials to facilitate child and staff learning and development. An organized, properly equipped and well-maintained program environment facilitates the learning, comfort, health, and safety of the children and adults who use the program.

STANDARD 10—LEADERSHIP AND MANAGEMENT

The program effectively implements policies, procedures, and systems that support stable staff and strong personnel, fiscal, and program management so all children, families, and staff have high-quality experiences. Effective management and operations, knowledgeable leaders, and sensible policies and procedures are essential to building a quality program and maintaining the quality over time.

Presentation Proposal

**2020 Anchorage AEYC Early Childhood Conference: February 6-8, 2020
One, Two, Buckle My Shoe... Three, Four, Let's Explore!**



Anchorage Association for the Education of Young Children

An Affiliate of naeyc

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|--------------------------|----------------------|-----------------|------------------|-------------------|
| Presenter 1 Name: | Day Phone: | | | |
| Title/Position: | Cell Phone: | | | |
| Workplace: | NAEYC Member: | Yes | No | |
| Mailing Address: | Education: | | | |
| City: | State: | CDA | Associate Degree | Bachelor's Degree |
| Zip: | Email: | Master's Degree | Doctoral Degree | |

| | | | | |
|--------------------------|----------------------|-----------------|------------------|-------------------|
| Presenter 2 Name: | Day Phone: | | | |
| Title/Position: | Cell Phone: | | | |
| Workplace: | NAEYC Member: | Yes | No | |
| Mailing Address: | Education: | | | |
| City: | State: | CDA | Associate Degree | Bachelor's Degree |
| Zip: | Email: | Master's Degree | Doctoral Degree | |

If additional presenters include list with name, professional title, workshop and contact information.
We communicate primarily through email so it is important to have an email address included for each person.

Workshop Information. Please use this form and submit only one proposal per form.

Indicate the **ONE** NAEYC Standard for Quality Early Childhood Programs that most closely correlates to your workshop.

- | | | | |
|---------------|------------------------------|-------------------------|-------------------------|
| Relationships | Assessment of Child Progress | Families | Leadership & Management |
| Curriculum | Health | Community Relationships | |
| Teaching | Teachers | Physical Environment | |

Has your workshop been pre-approved by the Alaska System for Early Education Development (Alaska SEED): Yes No

Title: Title should be inviting, self-promoting and stimulating. Most importantly: The title should accurately reflect the conference theme, workshop topic/content and be 12 or fewer words.

Workshop Description: This summary is used in the Conference Program. Please use "action" statements that align with session outcomes to catch the attention of attendees; include powerful words that tell what they will learn; how they will learn it; and why it is relevant and applicable. No more than 100 words. Anchorage AEYC reserves the right to edit descriptions that are accepted.

Structure: Lecture Panel Interactive Make & Take

Qualifications: If you are a first time presenter for Anchorage AEYC or have not presented in the last three years please include a resume along with a related professional reference.

Presentation Proposal page 2 of 2

2020 Anchorage AEYC Early Childhood Conference: February 6-8, 2020



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| Applicable Age Group Please indicate the Applicable Age Group that best describes the developmental level your session content is designed for. Select only 1 | Birth-3 (Infant/Toddler) 3-5 (Preschool-Pre-K) 5-8 (Preschool-Grade 3) School-Age (K-Grade 3) Across Age/Grade Spans Adult Learners All | Target Audience Please indicate the Target Audience your session is designed for. The description of each category is detailed on page 1. Select only 1 | Emerging Professionals Established Professionals Experienced Professionals Across Levels |
|---|---|--|---|

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|---|--|--|
| Scheduling Preference | | Format Request |
| Presentation Day: Thursday Friday Saturday Willing to repeat session | Session Length: 90 minutes 2 hours 3 hours 3 hour sessions not available on Saturday. | Theatre Style—rows of seats with podium at front. Movement—Open Space with chairs around perimeter Tables Round Classroom Style Other: Please Note: 1) We are constrained by rooms available at the Hilton but will make every effort to accommodate your request. 2) Average Room size—Capacity of 40 |

Audiovisual/Media Equipment: Anchorage AEYC does not supply any AV equipment.

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|---|--|
| You must bring your own equipment if your presentation requires a computer, a projector, or any other electronic devices necessary for Power Point, video clips, or other electronic media format. As is customary practice, presenters are financially responsible for rental cost of audio visual equipment (Power Cart/Screen or microphones) that is requested for their session. (If your session is selected, you will be billed before the conference.) Internet access is available but not dependable. | I will need: |
| | Power Cart/Cord & Screen only \$50 (Does NOT include LCD Projector or Computer) Other: |
| | I do not require AV. |

Compensation

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|---|--|
| Thank You for sharing your expertise with the early learning community and for supporting Anchorage AEYC! One presenter per workshop session will receive complimentary full conference registration. Please state who will be receiving the complimentary registration and which days attending. | Primary Presenter Days Attending: Thurs. Fri. Sat. All three days |
| | Co-Presenter Days Attending: Thurs. Fri. Sat. All three days |

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| Submission & Deadline | | |
| Submit this form and any attachments to: | Electronically to: anchorageaeyc@mtaonline.net | Contact Conference Coordinators C & C Services, Cecilia or Christie at anchorageaeyc@mtaonline.net or (907) 696-5884. |
| Deadline: | October 18, 2019 | |
| Notification of Acceptance: | December 19, 2019 | |