



# Archdiocese of Detroit

DEPARTMENT OF EVANGELIZATION, CATECHESIS AND SCHOOLS  
OFFICE OF CATHOLIC SCHOOLS

## **Greetings,**

*The August 8, 2017 Archdiocese of Detroit Annual Teacher and Administrator Conference hosted at University of Detroit Mercy is in full planning mode. Once again we -at the Office of Catholic Schools- are reaching out to gather presentation proposals for the annual event. We are looking for presenters to conduct breakout sessions for our elementary and high school educators.*

*Our conference has grown from **three hundred** to over **seven hundred participants** in three years with the anticipation that the number will continue to increase. The day will consist of a variety of breakout sessions ranging from 50 to 110 minutes following the morning keynote presentation.*

*This year we hope to expand the sessions to include topics specifically for Administrators as well as teachers at all grade levels and content areas.*

*If you are interested presenting on a specific content area, a general topic pertinent to education or any other subject that would benefit educators, please return the following items:*

- **Speaker-Presenter Approval Request Form** (See Attached)
- **Current curriculum vitae**, which will include academic degrees or other qualifications, employment/or pastoral assignments, published writings and references. When possible, samples or a summary of the same or similar content from a prior presentation should also be submitted.
- **Letter of Reference:** A speaker or presenter's writings and previous public presentations are to be in harmony with the teaching and discipline of the Church, and, to this end, a letter of reference is required from the priest or deacon's local ordinary, from the religious brother or sister's superior, or from the layperson's pastor or local ordinary. In the case of clerics, a letter of good standing will suffice in place of a letter of reference.

***This is a great opportunity to showcase your skills!***

***Return via email to Linda S. Tugwell [tugwell.linda@aod.org](mailto:tugwell.linda@aod.org)***

***Subject: Presenter August 8<sup>th</sup>, 2017 Conference.***

***All presenter/topic request forms are due by Monday, February 6, 2017.***

***Questions: Karen White, 313.237.5776, [white.karen@aod.org](mailto:white.karen@aod.org)***

*All presentations will be vetted by the Cabinet at the Archdiocese of Detroit for final approval. Thank you for considering the AOD Conference and I look forward to the possible opportunity of working with you in the future.*

**Specific topics for breakout sessions requested from previous years are:**

- |   |  |
|---|--|
| <b>*Subject/Content area (Pre-K through 12)</b>                             | <b>*Strategic Planning</b>               |
| <b>*Early Childhood focus (Pre-K through 2)</b>                             | <b>*Best Practices for Teachers</b>      |
| <b>*Classroom Management (Pre-K through 12)</b>                             | <b>*21<sup>st</sup> Century Learning</b> |
| <b>*Flipped Classrooms (Pre-K through 12)</b>                               | <b>*Evangelization and Discipleship</b>  |
| <b>*Technology in the Classroom (Pre-K through 12)</b>                      | <b>*School Wide Culture</b>              |
| <b>*Using data to drive Instruction (Pre-K through 12)</b>                  | <b>*Teacher Evaluation</b>               |
| <b>*Catholic Identity across the Curriculum</b>                             | <b>*Marketing</b>                        |
| <b>*Virtue Instruction</b>  |  |
| <b>*Special Education Topics (Pre-K through 12; especially high school)</b> |  |
| <b>*Grant Writing</b>   |  |
| <b>*Leadership techniques</b>   |  |
| <b>*Mentorship (Administrator and Teacher)</b>                              |  |
| <b>*Best Practices for Administrators</b>                                   |  |

## **Presenter Request Form**

This form is to be submitted to Department Director prior to contracting or approving of a speaker or guest lecturer for any Department of Evangelization, Catechesis and Schools sponsored event. No deposits or guarantees can be made to the speaker until Cabinet approval has been given. This form should be turned in at least two months prior to the event to which the presenter has been invited.

In addition to the information below, **please attach a biography or (if available) a curriculum vitae along with a resume.** The biography and/or resume should include area(s) of expertise, education, books, or articles published, and appearances outside of the Archdiocese of Detroit.

Event at which presenter will appear: \_\_\_\_\_

Date & time of event: \_\_\_\_\_

Location of event: \_\_\_\_\_

Title of talk/presentation: \_\_\_\_\_

Description of talk/presentation: \_\_\_\_\_

\_\_\_\_\_

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### **Presenter Information**

Name of Presenter: \_\_\_\_\_

Cost (including fee and travel expenses, when charged): \_\_\_\_\_

Website: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

Has this person presented in the Archdiocese of Detroit prior to this invitation?:

If yes, where (list appearances, including dates and location):

\_\_\_\_\_

\_\_\_\_\_

This form submitted by:

**Section below to be completed by Department Director**

Speaker is:

☐

Approved

☐

Denied

Signature: \_\_\_\_\_

Date: \_\_\_\_\_