

Please have the following information ready before you fill out the Presentation Proposal form:

Presenter Contact Information (for all presenters)

- Name
- School/Institution/Organization
- Title
- Mailing Address
- Phone Number
- Email Address

Workshop Information

- Title
- Brief Description - 50 words maximum, this description is what will be used in the conference brochure
- Describe how the workshop will convey this year's theme - no word limit

Descriptive Strand

- Preschool and Early Childhood Education
- Classroom Teacher
- Environmental/Outdoor Educator
- Administrator
- Non-Strand

Intended Audience

- Preschool and Early Childhood Educators
- Elementary School Educators
- Middle School Educators
- High School Educators
- Administrators
- Informal Educators
- Other:

Type of Workshop

- Presentation
- Demonstration
- Hands-on
- Roundtable Discussion
- Other:

Preferred Number of Workshop Participants

- 0-10
- 10-25
- 25-50
- No Preference

Workshop Time Preference - MEES may not be able to accommodate your request

- Morning
- Afternoon
- No Preference

Final Notes

- Please be aware that only the Lead Presenter is offered a complimentary MEES membership and complimentary attendance at the MEES Conference. All other co-presenters must register and pay a reduced fee of \$40 to attend.
- ALL PRESENTERS must still register for the Conference after submitting the workshop proposal.
- The Lead Presenter will be the point-of-contact for follow-up from MEES regarding room set-up and other questions.
- A/V equipment is NOT PROVIDED and must be supplied by the presenter(s) or rented from Holy Cross.