

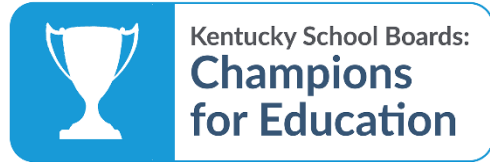
Workshop Proposal Form

86th Annual Conference

Kentucky School Boards Association

April 23 – 25, 2021

Kentucky International Convention Center, Louisville



KSBA 2021 Annual Conference | April 23-25

Type or clearly print all information. To submit a proposal for consideration, please complete all the information below and return by mail (260 Democrat Drive, Frankfort, KY 40601) or email (laura.cole@ksba.org). All submissions must be received by January 25, 2021.

1. Session Title: _____

2. Session Abstract (strict limit of 50 words): Please **proofread** your abstract. This will appear as written in the conference program. **It should be written in such a way to attract participants to your session and must reflect our conference goals.** KSBA reserves the right to edit descriptions.

3. Primary Target Audience:

New School Board Members Experienced School Board Members Superintendents/Administrators

4. Circle Applicable Conference Goals (see attached sheet):

1 2 3 4 5

5. Date/Type of Session:

_____ **Friday, April 23 - 3 hour (Interactive, Skill-Building)**
_____ **Friday, April 23 - 75 minutes (Information and Sharing)**
_____ **Saturday, April 24 - 75 minutes (Information and Sharing)**

6. Audiovisual Needs: LCD projector Screen Other (specify) _____

Please be mindful that all equipment is a rental expense for the conference. As we try to keep participant registration fees low, please request only what is going to be used. Note that we cannot provide laptop computers for PowerPoint presentations. Requests made on the day of the conference will not be honored.

7. Name(s) of Presenters: (If more than one individual is presenting during this session, an organizer/lead presenter must be selected to serve as a contact person for KSBA and will be responsible for communicating with other presenters.) All presenters must be named by March 5, 2021 to be included in printed materials.

Organizer/Lead presenter: (Registration fee waived)

Name: (Dr., Mrs., Ms. Miss, Mr.): _____
Job Title: _____ Organization/Agency: _____
Address: _____
Phone: _____ Fax: _____
E-mail: _____

Presenter #2:

Name: (Dr., Mrs., Ms. Miss, Mr.): _____
Job Title: _____ Organization/Agency: _____
Address: _____
Phone: _____ Fax: _____
E-mail: _____

Signature of Lead Presenter _____ Date _____

2021 Conference Theme: "Champions for Education"

Proposal Guidelines

Proposals are being solicited for two types of high-quality breakout sessions that focus on topics of critical interest to school board teams that will help them govern and act effectively:

Informational Clinic Sessions (75 minutes)

Each informational session will be a maximum of 75 minutes. The purpose of these sessions will be for presenters to share their experience, information, knowledge, or research about successful programs in their district or topics of critical importance to board members and education leaders. Lecture portions should be interspersed with ample time for audience questions and participation.

Interactive, Skill-Building Sessions (3 hours)

Each skill-building session will be a maximum of 3 hours. The purpose of these sessions is to provide an opportunity for participants to interact with each other and the presenter by asking questions and participating in skill building exercises and activities. Lecture portions of the presentation should specifically address the practices, process, or strategies necessary to understand and implement the ideas presented.

Selection Criteria

Priority for both types of sessions will be given to proposals that reflect these criteria:

- MUST relate to local school board team roles, responsibilities and perspectives
- Relevance to conference themes and goals
- Reflect the core work, actions and styles of effective school boards
- Identification of what the participants will know and be able to do because of their attendance at the session
- Support for the topic with appropriate research
- Clarity of intent, description, design and learning objectives for the session
- Degree of participant involvement such as interactive discussions, learning activities and skill building exercises
- Innovation and creativity in presentation content
- This conference is a noncommercial forum. Proposals received from proprietary companies MUST offer information that will be beneficial to every participant regardless if that member's school district hires the presenter's company or one of their competitors. KSBA will not accept proposals for sessions designed to sell a product or service submitted under the guise of professional development.
- Companies submitting workshop proposals must indicate their intention to exhibit or sponsor at the 2021 KSBA Annual Conference.
- Preference will be given to proposals that include the involvement of at least one school board member.

Conference Goals

1. To present research-based, proven and promising practices that help board teams understand and improve student achievement.
2. To provide knowledge, skill-building and networking opportunities that reflect the rigor, relevance and relationships necessary for today's school board environment.
3. To practice wise and efficient stewardship of district resources.
4. To demonstrate effective governance of local public schools.
5. To represent the community's best interests in public education.

Presenter Information

- All presenters must submit a registration form for the conference by or upon acceptance of the proposal. (The conference registration fee will be waived for one presenter per session and is non-transferrable. Fees for meals and pre-conference sessions apply).
- Presenters contribute his/her services in a volunteer capacity.
- Presenters are responsible for providing materials.
- KSBA will provide an LCD projector and screen package upon request. Laptop computers, remotes, sound patches and internet connections are not available through the conference - please plan to bring your own or make payment arrangements directly with the hotel.
- Presenters may be asked to combine their presentations with other like submissions to provide a stronger session.

Helpful Tips to Consider as You Prepare Your Proposal

1. Recognize that everyone in your audience has knowledge to share. Limit lecture time and provide opportunities for audience participation.
2. Provide a general overview of your topic and, if appropriate, what the current research/evaluations say about it.
3. If possible, include handouts and other materials that participants can use immediately upon return to their district.
4. Have participants share their own experiences when appropriate.
5. Summarize key points from the session.
6. If you will use a PowerPoint presentation, consider making a handout of the slides.
7. The session title and abstract must accurately describe your presentation.

Submission of Proposal

The deadline for submission is January 25, 2021. Please complete and sign the proposal form and return to the attention of:

Laura Cole
260 Democrat Drive
Frankfort, KY 40601
Email: Laura.Cole@ksba.org

The lead presenter of each proposal will be notified of their selection status, by email, no later than March 5, 2021.

If you have any questions, or would like further information, please contact Laura Cole at laura.cole@ksba.org