

Call for Presentation Proposal
IOWA ASSOCIATION FOR THE EDUCATION OF YOUNG
CHILDREN

Annual Statewide Institute
Partnering for Increasing Quality in Times of Change
October 14-15, 2011, Holiday Inn Airport, Des Moines, Iowa

The *Iowa Association for the Education of Young Children* is pleased to invite persons or organizations to submit presentation proposals for our annual 2011 State Institute. We appreciate your time and efforts as you share your expertise with the participants at our institute.

If have questions about the proposal form please contact Rhonda at rhonda@iowaaeyc.org or 515-331-8000 ext 12. We look forward to working with you as we make this a great event.

Please submit your proposal, a detailed description of your workshop, presenter resume(s) and your handouts to: rhonda@iowaaeyc.org
Iowa AEYC, 5525 Meredith Drive, Suite F, Des Moines, IA 50310

1. Presentations must reflect developmentally appropriate practices (DAP) as defined by NAEYC.
2. **New this year** Iowa AEYC is listing all presentations on Iowa's ChildCare Provider Training Registry. Trainers, please go to the training registry website at <https://ccmis.dhs.state.ia.us/trainingregistry/> to create an account and apply to be a trainer for Iowa AEYC.
3. Institute registration fees **will be waived** for up to 2 presenters per workshop/presentation.
4. Most presentations will be one and one half hours length. We have a limited number of one hour time slots. Choose the time frame that best meets the needs of your workshop. Please complete your workshop within your allotted time so that the next presenter has time to setup prior to their workshop. The time between workshops is 15 minutes.
5. We appreciate presenters bringing 1 or 2 page handouts needed for their presentation. Please email a copy of your handouts to rhonda@iowaaeyc.org. Handouts will be posted to our website after the institute.
6. Materials may **NOT** be sold during a presentation. Presenters may not use their presentation time as product promotion. Please include a request for an exhibit table or a marketplace table if you wish to sell related materials after your workshop. For marketplace or exhibit applications contact Iowa AEYC at rhonda@iowaaeyc.org or 515/331-8000 ext 12.
7. Presentation confirmation, time and location will be mailed to primary presenter by 6/30/11.

For the purposes of planning please have your proposal to us by May 31, 2011

Primary Speaker

Name:
Address:
City:
State and Zip Code:
County:
Daytime phone (with area code):
Email address:
Professional title:
Employer :
Please list your training level: Content Specialty, Trainer, Educator (Information on the training levels can be found on our website at http://www.iowaeyc.org/index.cfm?page=31)
Formal Education:

Additional Speaker

Name:
Address:
City:
State and Zip Code:
County:
Daytime phone (with area code):
Email address:
Professional title:
Employer:
Please list your training level: Content Specialty, Trainer, Educator (Information on the training levels can be found on our website at http://www.iowaaeyc.org/index.cfm?page=31)
Formal Education:

Attach (email) a detailed course outline – The outline should reflect the workshop description and learning objectives. Include strategies (lecture, demonstration, large, or small group discussions, activities, etc.) you are going to use to facilitate the participants’ learning. **Attach (email) presenter resumes and handouts**

Title of Workshop:

My workshop targets Early Childhood Professionals serving: (please check all that apply)		
Infants/Toddlers:	Preschoolers:	School-Aged Children:
Other (please specify):		

My workshop is appropriate for: (please check all that apply)			
Center Directors:	Trainers:	Consultants:	Policy Makers:
Teachers:	Child Development Home Providers:	Other:	

Content area: (please check all that apply)	
Planning a safe, healthy learning environment	Steps to advance children's physical & intellectual development
Positive ways to support children's social and emotional development	Strategies to establish productive relationships with families
Strategies to manage an effective operation	Maintaining a commitment professionalism
Observing and recording children's behavior	Principles of child development and learning

<p>What is the training level that participants attending your workshop should have reached? (please check all that apply)</p> <p>Participants attending my workshop should be Level 1 Progressing Professional</p> <p>Participants attending my workshop should be Level 2 Skilled Professional</p> <p>Participants attending my workshop should be Level 3 Mastery Professional</p>
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List the learning objectives for your workshop. (A learning objective is a statement of what participants will be able to do when they have completed the workshop.) Participants will:

Program Description: (Provide a brief program description for use in the final conference program, subject to editing)

Has this session been previously approved through NAC?

List AV Equipment that you will provide (we appreciate your providing laptops and projectors whenever possible)

Additional AV Equipment that you are requesting (Iowa AEYC will attempt to provide):

Does this workshop require a special room arrangement? (most rooms are setup in banquet or theatre style)

- Extra Tables - number of tables requested _____
- Additional setup time – how much needed _____
- Space for participants to move
- Other – please specify

Are you willing to repeat your workshop? I wish to present only once

I am willing to repeat the same day I am willing to present both days

Would your workshop fit best in a 60 minute or 90 minute workshop time? We will do our best to accommodate your needs (please note there are limited 60 minute slots).

Please tell us if you prefer to present on Friday, Saturday, you can present either day or both days:
(We will do our best to accommodate your needs)

Will you need a marketplace table or exhibit table? (fee charged) If you indicate yes information will be emailed to you.