

2013 Pre-K Conference Request for Proposals



“Pulling It All Together for School Success”

The 8th Annual Alabama Pre-K Conference, sponsored by the Alabama Department of Children’s Affairs Office of School Readiness, is seeking presenters for our April 17-19, 2013 conference. This conference brings the pre-k community together to hear from state and national experts about topics and issues related to high quality pre-k.

All submissions should include the following and are due no later than January 15, 2013:

- **RFP application form**
- **Presentation abstract**
- **Learning objectives for your presentation**
- **Target audience/number of people appropriate for your workshop**
- **Length of workshop**
- **Presenter(s) relevant experience**
- **Contact information**
- **Equipment needed for the session**
- **Preferred room set up (not guaranteed)**

Conference Topics:

Please note that topics listed below are examples. This conference intends to provide a platform to inform professionals about the latest information affecting young children and those responsible for their education, care, and well-being.

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| ✓ Administration | ✓ Infant/Toddler/Preschool/School Age |
| ✓ Advocacy/Policy | ✓ Literacy |
| ✓ Child and Brain Development | ✓ Social Emotional Development |
| ✓ Developmentally Appropriate Practices/Curricula | ✓ Special Needs/Inclusion |
| ✓ Families/Strengthening Families | ✓ Technology for Children and Their Teachers |
| ✓ Health, Safety, and Nutrition | ✓ Pk- 3 rd Grade Alignment |
| ✓ Head Start | ✓ Home Visitation |

Presentation Format:

All sessions are 1 hr 30 minutes. We encourage presentations to be interactive, hands on activities, questions and answers, and group discussion.

Proposal Review Process:

Proposals will be reviewed by a pre-k conference committee. Once the proposal has been reviewed, the letter of acceptance will be e-mailed to the lead presenter.

Audiovisual Equipment:

If you will need AV equipment (LCD, overhead screen, laptop), please indicate that on the proposal.

Proposal Submission:

We would prefer online submissions. (See below.) Proposals may also be mailed. All proposals must be received in the DCA office no later than **January 15, 2013**.

To mail in proposal, please complete all requested information (see guidelines on first page of this document) and mail to

Alabama Department of Children's Affairs
PO Box 302755
Montgomery, AL 36130-2755
Attn: PreK Conference Proposal

To submit proposal online, go to the OSR section of www.children.alabama.gov and follow the link and instructions.

Questions:

If you have questions, please contact Theresa Patterson, Conference Coordinator, by phone at 334-353-2715 or by email at theresa.patterson@dca.alabama.gov.