

The Alabama Department of Children's Affairs

6th Annual Alabama

Pre-Kindergarten Conference

Call for Presentation Proposals

Moving Forward 4 Children



April 19-21, 2011

*Working Together To  
Ensure That All Children  
Are Successful*

Renaissance Hotel & Spa at  
the Convention Center  
Montgomery, Alabama



## Alabama Department of Children's Affairs

6th Annual Alabama Pre-Kindergarten Conference



# Moving Forward 4 Children

*Working Together To Ensure That All Children Are Successful*

## CALL FOR PRESENTATION PROPOSALS

The *6th Annual Alabama Pre-Kindergarten Conference* will be an innovative, high quality professional development experience for early childhood professionals. Each year has been a tremendous success and we are looking forward to providing another great conference in 2011.

The Alabama Office of School Readiness along with its partners, would like to invite you to help us celebrate the success of Alabama First Class Pre-Kindergarten and submit a proposal to present during the *6th Annual Alabama Pre-Kindergarten Conference, April 19 – April 21, 2011 at the Renaissance Hotel & Spa at the Convention Center in Montgomery, Alabama.*

As a presenter at the conference, you will receive one **free conference registration**. The Pre-Con day on April 19, 2011 is not included in the complimentary registration. Travel and lodging arrangements, as well as technology needs and handouts will be the responsibility of the presenter unless other arrangements have been made with the Conference Coordinator in advance of the conference.

The Conference Committee is seeking professional presenters for workshops on **April 20<sup>th</sup>** and **April 21<sup>st</sup>**. Presentations should be planned to be **one and one half hours** in length, with the last fifteen minutes reserved for questions and evaluation. Proposals are due to the Alabama Office of School Readiness by **Friday, November 5, 2010**. Presenters will be notified if their proposal has been selected by **Friday, December 17<sup>th</sup>, 2010**. Because **CEU credit will be offered** for sessions, submission of additional information will be required.

If you have any questions, please feel free to contact Danielle Golston, Alabama Pre-K Conference Coordinator at (334) 353-2715 or [Danielle.golston@dca.alabama.gov](mailto:Danielle.golston@dca.alabama.gov).

# Moving Forward 4 Children



## Conference Topics

The following topics will be featured at the conference. Additional topics will be considered.

- Curriculum
- Classroom Environment
- Playground Design
- Accreditation
- Multicultural Education
- Health & Safety in the Classroom
- Assessment
- Enrichment Activities
- Outdoor Play
- Building Enrollment
- Technology
- Inclusion and Special Needs
- Professional Development /Training



## Important Information for Preparing Your Proposal

### Room Set Up:

Most of the training rooms will be set up to accommodate participants in classroom style, however, there will be some rooms that will be set theatre style. Proposals submitted must accommodate a minimum of 45 people. Larger sessions are also needed, for which material expenses may be considered for reimbursement. There will be a table at the front of the room for presenter needs. Audio visual needs will be determined once presentations have been finalized. A screen for Power Point Presentations and/or overheads will be provided upon request. Costs associated with projectors and laptops will be the responsibility of the presenter unless other arrangements have been made with the Conference Coordinator. Audio-visual equipment may be rented from the convention center.

### Handouts:

The Conference Committee requests that each presenter provide a handout corresponding with the topic of discussion and sufficient copies for all attendees. If possible, please include in your handouts a minimum of five resource websites related to your topic. The Conference Committee may be able to arrange printing of handouts for larger sessions. Requests for printing assistance and/or reimbursement for other supplies must be approved by the committee **prior to the conference**.

### Selling During your Session:

The Conference Committee is proud of the high level of quality and professionalism that is upheld throughout the conference. Our goal for you during your presentation is to share the knowledge and wisdom that you have gained through your experience with others. **We ask that you refrain from promoting your products or services during your training.** If you would like to sell products or services during the conference, **exhibit booths** may be purchased and utilized for that purpose. Please help us maintain the high level of quality and professionalism that we have achieved at our conference over the last five years.

### Continuing Education Units (CEUs):

Continuing Education Units will be awarded for all conference workshops and seminars. If your proposal is selected, you will receive a CEU packet to complete for this purpose. Please submit the completed worksheet, proper documentation and handouts. **A timely response will be required.**

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**6th Annual Alabama Pre-Kindergarten Conference**  
**April 19 – 21, 2011**  
**Renaissance Hotel & Spa at the Convention Center**  
**Montgomery, Alabama**

**DEADLINE: November 5, 2010**

**Workshop Title:**

<b>Name</b>	<b>Name</b>
<b>Agency/School</b>	<b>Agency/School</b>
<b>Work Title</b>	<b>Work Title</b>
<b>Address</b>	<b>Address</b>
<b>Telephone</b>	<b>Telephone</b>
<b>Fax</b>	<b>Fax</b>
<b>Email</b>	<b>Email</b>

*If you are proposing a co- presentation, please indicate the lead presenter. **Each proposal accepted will only receive one complimentary registration!!** In addition to the information requested below, please attach a brief biographical description of each presenter's professional activities (no more than one page per presenter).*

**Session Information:**

*Please provide below a brief description of your presentation. Feel free to include other topics than those listed on page 3.*

**Please provide a brief description of your session (limit 25 words):**

**Please list 3 learning objectives for your session:**

- 1.
- 2.
- 3.

**The number of participants appropriate for your presentation:**

45- 55   55-75   75+   100+   Keynote (500-850)

**Send 2 copies of this form by November 5, 2010 to:**

Alabama Department of Children's Affairs  
Attn: Danielle Golston  
135 South Union Street, Suite 215  
Montgomery, AL 36130  
Fax: (334) 353-2716