

# 2012 ESP National Conference

## Call for Presenters

The 2012 NEA-ESP National Conference will be held March 9-11, 2012, in Memphis, Tennessee, at the Memphis Marriott Downtown and the Memphis Convention Center.

We are seeking workshops in the following five tracks:

1. Skill-Based Learning and Personal Development
2. Technology/Communications
3. Economics, Social Action, and Advocacy
4. Leadership, Organizing, and Organizational Development
5. Priority Schools

Please fill out the following information completely and return via email to [ESPConference@nea.org](mailto:ESPConference@nea.org).

**Deadline for submission is October 1, 2011.** Selected presenters will be notified by November 15, 2011.

1. **Fill out form completely.** Incomplete forms will not be considered.
2. **Even if you have presented at previous conferences, you must fill out this new form.**
3. NEA-ESPQ will pay travel, accommodations and reasonable expenses per NEA/ESPQ guidelines for a maximum of two presenters. *Note:* Work release time is not reimbursable and payment for substitutes is not covered.
4. All travel arrangements, including transportation and accommodations, will be made through NEA.

**Workshop Title:**

**Workshop Track:**

**Workshop Description** (*750 words or less*):

**Clearly identify three (3) learning objectives** – what the participants will gain as a result of attending this presentation, e.g., “By the end of this presentation, the learner will be able to...”

**Presenter 1 (lead contact for the workshop)**

\_\_\_\_\_  
*Presenter 1 contact information:*

email \_\_\_\_\_ phone (work) \_\_\_\_\_ (cell) \_\_\_\_\_

NEA member? Yes \_\_\_ No \_\_\_ NEA staff? Yes \_\_\_ No \_\_\_ NEA governance? Yes \_\_\_ No \_\_\_

**Presenter 2 (if applicable)** \_\_\_\_\_

\_\_\_\_\_  
*Presenter 2 contact information:*

email \_\_\_\_\_ phone (work) \_\_\_\_\_ (cell) \_\_\_\_\_

NEA member? Yes \_\_\_ No \_\_\_ NEA staff? Yes \_\_\_ No \_\_\_ NEA governance? Yes \_\_\_ No \_\_\_

**Target Audience**

Which ESP job group(s) does your workshop target? Indicate with a check mark all that apply. Indicate with an asterisk\* if any one group would particularly benefit from your workshop.

- Paraeducator     Secretarial/Clerical     Custodial/Maintenance     Food Services
- Security Services     Skilled Trades     Health & Student Services     Transportation
- Technical Services     Higher Education

**Audio/Visual Needs**

Standard room set up will include an LCD projector and screen, a table for materials and 1 flip chart easel with paper and markers. Presenters must provide their own computer for Power Point presentations. Please indicate what other equipment you require for your workshop. BE SPECIFIC. What you indicate here will be what you will have in your workshop room. Due to cost, requests for additional equipment on site cannot be honored. VCRs and overhead projectors will not be available.

\_\_\_\_\_ Additional easels. How many? \_\_\_\_\_

\_\_\_\_\_ Additional markers. How many? \_\_\_\_\_

\_\_\_\_\_ Speakers

\_\_\_\_\_ Internet access. *Note:* Internet access may be available for only a limited number of breakout rooms. Please indicate if your workshop requires an Internet connection.

**Materials**

In an effort to go green, presenters are encouraged to make their materials available electronically. If received before February 1, 2012, electronic versions of handouts and Power Point presentations will be made available online to all registered participants. In addition, all participants will be provided with a flash drive onto which they can upload materials at the conference.

NEA will not reimburse for photocopies or shipment of workshop materials to and from the conference.