The National Education Association is seeking dynamic workshop proposals for its annual Education Support Professional (ESP) Conference, March 20-22, 2020, at the Marriott New Orleans in New Orleans, LA. The theme of this year's conference is **Education Support Professionals: Our Democracy, Our Responsibility, Our Time.**

### SESSION GUIDELINES

The 2020 NEA ESP Conference committee invites you to join a unified effort to grow and strengthen the professional excellence of ESP members working in Pre-K through Higher Ed. We are seeking proposals for interactive learning opportunities that will deepen participants' connection to NEA's commitment to growth and strength and that align to NEA's organizational goals (Early Career Educators, My School, My Voice, Racial and Social Justice in Education and Supporting Professional Excellence). Participants should leave with relevant strategies and tools that they can use in their career, sustainable solutions, new ideas and skill sets, and a plan of action for when they return home.

In addition to the professional issues and career family specific content featured in conference sessions, we are seeking workshops that focus specifically and deeply on the ESP Professional Growth Continuum (PGC). Sessions that will be given special attention include those that directly explore ways to infuse the PGC in professional development opportunities, as well as those that educate ESP members, locals and/or districts on implementation of the PGC, or assist members in gaining a deeper understanding of how to successfully incorporate the PGC in their professional growth journey.

### SESSION REQUIREMENTS

To meet NEA's overall professional practice standard and in keeping with the NEA Conference Alignment Team, all workshop proposals should align with NEA's Leadership Competencies and the ESP Professional Growth Continuum (PGC) Universal Standards. The form below requires you to select the competency and PGC standard that best correlates with your session. Detailed information on these two guiding documents can be found by visiting the NEA Leadership Development and NEA ESP Professional Growth Continuum webpages.

This year we will offer three 2-hour workshops on Saturday and one 2-hour workshop on Sunday morning. We are only accepting proposals for the 2-hour workshops on Saturday and Sunday.

- **Presenters are expected to present their workshop session at least two times.**
- **NEA will fund only ONE presenter for each workshop. Sessions that require two presenters will be considered for approval upon request and review. If your session requires an NEA funded co-presenter, you will be requested to provide rationale in the form below.**
REVIEW PROCESS
During the review process, we will be looking for professional learning opportunities specific to career families, worksite categories and sessions that teach ESP how to actively engage in elevating their careers and positively impacting student outcomes. Additionally, we are interested in sessions that address racial and social justice in education, educator voice, early career educators, privatization, mentoring, adverse childhood experiences, behavior management, communication skills, presentations skills, and organizing. Sessions should be high-energy, interactive, share sustainable solutions, and enable participants to return to their individual worksites with new ideas, skills and a plan of action.

SUBMISSION PROCESS
To have your workshop proposal considered by the ESP Conference Committee, please fill out and submit the form below in its entirety. Incomplete forms will not be considered. A team of reviewers will evaluate and rate all workshop proposals. Please provide enough information about your session that will allow reviewers to fully understand the purpose and outcomes of your workshop. All proposals must be received by 5:00 p.m. EST on October 4, 2019.

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Click REVIEW to see sample questions that will be consider during the evaluation process.

* indicates required field

Workshop Title *

Workshop Description 
(100 words or less ) *

Does this session:

- directly explore experiences, learning, and strategies for infusing the Professional Growth Continuum (PGC) in professional development opportunities;
- educate ESP members, locals and/or districts on implementation of the PGC or;
- assist members in gaining a deeper understanding of how to successfully incorporate the PGC in their professional growth journey?

*  

Yes

No

Clearly identify three (3) workshop learning objectives. Learning objectives should describe what participants will gain as a result of attending your session. (Each objective is limited to 50 characters or less.)
By the end of this workshop, participants will be able to... *

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What adult learning techniques and strategies will you incorporate into your workshop to ensure that it is engaging and interactive? *

Please identify your credentials and/or experience delivering the content in the proposed workshop session. *

Does your proposal adequately explain what will occur in your session? *

Have you presented at an NEA ESP Conference in the past? *

Select the NEA Leadership Competency your session meets best. *

Which leadership experience level does your session meet best. *

Select the NEA ESP Universal Standard your session meets best. *

Which level of professional growth does your workshop meet best. *
Click VIEW for a brief overview of NEA’s organizational priorities.

Select the NEA organizational priority addressed by your session. *

Session proposal reviewers will take into consideration whether your proposal aligns with one of NEA’s Strategic Goals.

- Advancing opportunities that will identify, organize, and engage new and early career educators, support our members’ professional growth, and promote social justice for our students, our communities, and our nation.
- Securing a pro-public education environment for students, educators, and families.
- Building the capacity of the local, state, and national union to ensure the success of public education.

Does your session meet one of NEA’s Strategic Goals? *

Yes  No

**PRIMARY PRESENTER INFORMATION:**

First Name *  
Last Name *  
NEA Membership ID Number (please refer to your membership card or contact your state affiliate) *  
(Non-members should enter seven zeros.)

Gender *  
- Male  
- Female  
- Non-identified  

Race/Ethnicity *  
- American Indian/Alaska Native  
- African American/Black  
- Hispanic  
- Caucasian  
- Asian  
- Native Hawaiian  
- Pacific Islander  
- Multiracial  
- Prefer not to identify  

Please provide your sexual orientation  
- Gay  
- Lesbian  
- Bisexual  
- Heterosexual/Straight  
- Prefer not to identify  

Primary E-mail *  
ex: myname@example.com  

*(Please be sure to double check the e-mail address entered above. Confirmation e-mails and future notifications will be sent to this e-mail address only.)
Primary Phone - Cell Phone *

Additional Phone (Optional)

Home Address *

Home Address (cont.)

City *

State *

Zip Code *

Please check all that apply: *

- NEA member
- NEA staff
- State Staff/UniServ
- NEA governance
- Not an NEA member
- Other (please specify)

NEA will cover the cost of ONE presenter. Co-presenters must be requested and approved before they are included on NEA's direct bill list. Does your session require an additional presenter? *

- Yes
- No

AVAILABILITY TO PRESENT:

Please check your preferred session time(s). NOTE: 1) All presenters should expect to present two sessions. Selecting a session time preference does not guarantee a specific time slot. *

- Session I, Saturday, March 21st - 8 a.m. - 10 a.m. (2 hrs)
- Session II, Saturday, March 21st - 10:15 a.m. - 12:15 p.m. (2 hrs)
- Session III, Saturday, March 21st - 2:30 p.m. - 4:30 p.m. (2 hrs)
- Session IV, Sunday, March 22nd - 9 a.m. - 11:00 a.m. (2 hrs)

By checking this box you acknowledge that as a presenter you will be required to present your workshop twice. *

- True
### TARGET AUDIENCE:

Which ESP career(s) does your workshop target? Check all that apply. *

- Custodial/Maintenance
- Food Services
- Health and Student Services
- Paraeducator
- Secretarial/Clerical
- Security Services
- Skilled Trades
- Technical Services
- Transportation
- All Career Families

This session is relevant for ESP working in which level(s) of education. Check all that apply. *

- Pre-K or Elementary
- Middle or Junior High School
- High School
- Post Secondary/Higher Education
- Central Office/Districtwide

### AUDIO/VISUAL NEEDS:

*Each workshop room will be set up with 1 Infocus projector, 1 screen, 1 set of speakers, 1 flip chart easel with paper and markers, and a table for materials.* Presenters must bring their own laptops for PowerPoint presentations. Please indicate what other equipment you would like for your workshop (i.e. extra flip charts). **BE SPECIFIC.** We will fulfill these requests as our budget permits. Requests made on site are not guaranteed to be honored. VCRs and overhead projectors will not be available.

Please identify your laptop platform: *

- Windows Based Platform
- Mac Based Platform

I need additional A/V other than what"s provided in the standard set up. *

- Yes
- No

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**NOTE:** Selecting this Audio/Visual need does not guarantee internet access for your workshop. If your workshop proposal is approved you will be notified at that time whether we can accommodate this
request. If we cannot you will have the option to proceed with your workshop without internet access or decline our acceptance.

Do you need to order any NEA ESPQ publications for your session? *

- [ ] Yes
- [ ] No

**IMPORTANT NOTES:**

- Please fill out the presenter's form completely and submit (incomplete forms will not be considered).
- To help maximize the number and diversity of presenters and perspectives, each individual is limited to three proposal submissions.
- The deadline for submission is October 4, 2019.
- Presenters will be notified by November 8, 2019.
- If selected, NEA will only pay travel and accommodations for presenters identified on this proposal submission. (Note: Honoraria/fees and work release time are not reimbursable. Payment for substitutes are not covered.)
- If selected, NEA will provide specific guidelines and information for travel arrangements and accommodations. NEA will also provide specific follow-up guidance and agreements for all presenters.
- Presenters will receive a separate registration link after completing the REQUIRED stipend agreement and W-9 form.
- All presenters ARE REQUIRED to register for the ESP Conference by February 7, 2020. Failure to register may result in your session being canceled and replaced.
- NEA will NOT accept/make changes to the originally identified primary presenter to receive NEA travel accommodations and expense reimbursement after the registration deadline date of January 24, 2020.
- NEA will NOT cover expenses (e.g., registration fee, flight, hotel, ground transportation, etc.) for co-presenters not approved by NEA.

For help or questions about this registration form, please e-mail Jessica Brinkley at jdbrinkley@nea.org.

**A summary of this form will be e-mailed to you, along with your submission confirmation, once you select the "Submit" button below.**

Please check here to confirm you have recorded the e-mail address of the ESPQ contact in case of additional questions. *

- [ ] True