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Becky Pringle  
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TO: State Affiliate Presidents  
State Affiliate Executive Directors

FROM: Becky Pringle, NEA President

DATE: September 28, 2023

RE: 2024 NEA-Retired Conference Request for Proposal

**REQUEST FOR PROPOSAL  
2024 NEA-RETIRED CONFERENCE  
March 3-5, 2024  
HYATT REGENCY CHICAGO**

**151 East Wacker Drive  
Chicago, IL 60601, USA**

Thank you for your interest in presenting at the 2024 NEA-Retired Conference. We look forward to reviewing your proposals and thank you in advance for taking the time to complete the submission process.

The theme this year is **“EDUCATION. DEMOCRACY. FREEDOM. OUR RIGHT! OUR RESPONSIBILITY Retired and Powerful. Promoting, Protecting and Strengthening Education.”**

**Group/Meeting Profile:** The NEA-Retired Conference is the annual leadership conference for retired members and staff to develop and enhance leadership skills, network with their colleagues from around the country, and engage in learning that will help build strong thriving NEA-Retired Affiliates. This conference is open to all NEA retired members and state affiliate that work with this constituent group.

**Anticipated Attendance:** 250 attendees

**Session Length Options:** 1 hour and 15 minutes  
2 hours

**Leadership Competencies:** The RFP process requires selection of a specific leadership competency that correlates with the proposed session. Learn more about the NEA Leadership Competencies by clicking on this ([Link](#)).

**Successful Sessions:** Your session should be engaging, interactive, inclusive of all NEA constituencies, and should provide a training environment that will enable participants to return to their local affiliates with new ideas, skills and a plan of action for building strong retired affiliates. To see suggestions of the categories and session topics, click [HERE](#).

**Presenter Funding:** NEA will fund one presenter per session. Presenters selected will receive one nights' lodging and transportation to the conference. All other travel expenses will be reimbursed per the guidelines of NEA's Travel Policy.

**Submission Form:** All proposals must be submitting using this [Microsoft Form](#).

**Timeline:** The deadline to submit proposals is **October 26, 2023**. All submissions will be evaluated and presenters will be notified if their proposal was selected by **November 1, 2023**.

**Questions:** If you have questions regarding the RFP process, please contact Shola Taylor via email at [retiredconference@nea.org](mailto:retiredconference@nea.org).

cc: NEA-Retired Conference Planning Committee  
NEA-Retired Executive Council  
State Staff Liaison  
NEA-Retired State Presidents  
Marcy Kamieniecki-NEA Center for Organizing & Affiliate Support Conference Manager