

2027 NEA ESP NATIONAL CONFERENCE REQUEST FOR PRESENTERS (RFP)

Deadline: 11/5, Thursday, 11:59 p.m. ET

QUESTIONS? CONTACT:

ESPConferenceWorkshops@nea.org

The National Education Association seeks dynamic workshop proposals for its Education Support Professional (ESP) National Conference.

This year's conference theme is:

From Resistance to Renaissance:
Organizing to Win the Schools and Education All Students, Educators and
Communities Deserve.

The conference will be held at the Sheraton Grand Chicago Riverwalk, Chicago, IL, March 19-21, 2027.

WORKSHOP GUIDELINES

- NEA invites you to join a unified effort to grow and strengthen the professional excellence of ESP members working in Pre-K through Higher Ed, preparing and supporting ESPs across all career families to thrive and lead in their professions. Workshop proposals will include interactive learning opportunities that will deepen participants' connection to NEA's Strategic Framework and align with: NEA's ESP PGC Universal Standard and Level, and NEA's Leadership Competency Framework and Level.

This includes the following Strategic Objectives:

1. Elevate the Professions to advance student learning and success

Possible topics include, but are not limited to: ESP peer mentoring; professional learning communities; career family-specific topics (especially for those whose primary work is outside a classroom, for example: Bus Driver Training Supports); social-emotional learning; community schools; and building strong paraeducator and teacher teams.

2. Establish Educational Environments that are fully funded, innovative, equitable, and safe

Possible topics include, but are not limited to: safety in schools; managing student behavior; de-escalation practices; and disability rights and inclusion in schools.

3. Enhance Equity by advancing racial, social, and economic justice

Possible topics include, but are not limited to: implicit bias; understanding and supporting a diverse school community; intersectionality; and best practices for inclusion.

4. Engage Diverse Leadership throughout our system for empowered members, strengthened affiliate health, and broad participation in every affiliate

Possible topics include, but are not limited to: membership recruitment, engagement and retention; leadership development; local leader networking, strategic planning; how to plan and run a 10-minute meeting, and labor-management collaboration

5. Energize Affiliates that continuously organize, build union strength, and seek to improve member working conditions and student learning conditions

Possible topics include, but are not limited to: collective bargaining; school board advocacy; fighting for a living wage; and the ESP Bill of Rights.

6. Ensure a Lasting Democracy that serves all and that respects the foundational role of public education in our nation

Possible topics include, but are not limited to: running for public office; advocacy; communication and presentation skills; storytelling; and protecting against outsourcing and privatization.

Participants should leave with strategies and tools relevant to their careers, including sustainable solutions, new ideas, skill sets, and a plan of action when returning home.

WORKSHOP SESSIONS

We are seeking workshop proposals for three session blocks:

- **2-HOUR WORKSHOPS (Saturday and Sunday)**

- Workshop description limit: **500 characters (not words)**
- The limit includes spaces and punctuation
- Check the character limit manually before submitting

- **4-HOUR WORKSHOPS (Friday)**

- Workshop description limit: **500 characters (not words)**
- The limit includes spaces and punctuation
- Check the character limit manually before submitting

- **8-HOUR, FULL-DAY WORKSHOPS: BY INVITATION ONLY (Thursday)**

- Submission is **BY INVITATION ONLY**.
- Workshop description limit: **1,000 characters (not words)**
- The limit includes spaces and punctuation
- Check the character limit manually before submitting

NOTE: Character counts cannot be imposed in this form. Please manually check the character count of your workshop title and description before submission. Visit: wordcounter.net/character-count

WORKSHOP PRESENTERS

1. Most 2-hour workshop presenters will be required to present twice. Workshop presentations will occur on Saturday and Sunday.
2. Presenters of 4 or 8-hour workshops may be expected to present twice by providing a condensed 2 or 4-hour version of their workshop. NEA staff will contact you to make this request.
3. NEA will fund only **ONE** presenter for each workshop. Requests for an NEA-funded co-presenter in the RFP will be reviewed and considered for approval along with your workshop proposal. Rationale is required in the RFP.
4. Priority will be given to presenters who are ESP members. If you are NOT an ESP member, consider identifying an ESP who can co-present with you. Requests for an

NEA-funded co-presenter in the RFP will be reviewed and considered for approval along with your workshop proposal. Rationale is required in the RFP.

SUBMISSION PROCESS

To consider your workshop proposal, please complete and submit the proposal form below by the deadline. Only complete submissions that meet all requirements will be considered. Please provide detailed information in your workshop description that will allow us to fully understand your workshop proposal's purpose and outcomes, and how you plan to make the time spent engaging.

To confirm your submission was received, email ESPConferenceWorkshops@nea.org.

All proposals must be received by **11:59 p.m. (Eastern Time), Thursday, November 5, 2026**.

CAUTION: Do not click on external links and leave this form during active submission. Your progress will not be saved, and you must start again.

Fields marked with an asterisk (*) are required.

WORKSHOP DETAILS

Workshop Title *

100 character (not words) limit

Limit includes spaces and punctuation.

Workshop Length *

Identify the length of your workshop.

- ☐ 2-Hour (Saturday/Sunday)
- ☐ 4-Hour (Friday)
- ☐ 8-Hour, by INVITATION ONLY (Thursday)

Workshop Description *

The description should be concise, accurately reflect the workshop's content and learning objectives, and include information on tangible and relevant key takeaways for ESPs. It should also state which ESP career(s) or educational level(s) are the audience **IF** the workshop is not for all careers and all education levels.

- **2 or 4-Hour Workshop: 500 character (not words) limit**
- **8-Hour Workshop, BY INVITATION ONLY: 1,000 character (not words) limit**

Character limits include spaces and punctuation. **Check the character limit MANUALLY before submitting.**

Workshop Learning Objectives

Clearly identify three (3) workshop learning objectives. Learning objectives describe what participants will gain as a result of attending your session.

Learning Objective 1 *

By the end of this workshop, participants will be able to...

Learning Objective 2 *

By the end of this workshop, participants will be able to...

Learning Objective 3 *

By the end of this workshop, participants will be able to...

Adult Learning *

Adult learners are self-directing, learn by doing, desire relevance, are shaped by experiences, process with their senses, thrive through goal setting, and require ownership of their learning.

- **2 or 4-Hour Workshop:** Share at least **TWO** adult learning techniques and strategies used in your workshop. Also, in a brief outline, tell us how you will use your time. How much of your time slot will be for content delivery vs. activities?
- **8-Hour Workshop:** Share at least **THREE** adult learning techniques and strategies used in your workshop. Also, in a brief outline, tell us how you will use your time. How much of your time slot will be for content delivery vs. activities?

Describe below.

ESP Career Families *

Which ESP career(s) is this workshop relevant for?

Check "ALL ESP CAREERS" or the individual ESP careers that your workshop is relevant for. Check ALL that apply.

If you have not checked ALL ESP CAREERS, please ensure that your workshop description clearly states your intended audience.

- ☐ ALL ESP CAREERS
- ☐ Custodial/Maintenance Services
- ☐ Food Services
- ☐ Health and Student Services
- ☐ Paraeducator
- ☐ Secretarial/Clerical Services
- ☐ Security Services
- ☐ Skilled Trades
- ☐ Technical Services
- ☐ Transportation Services

Education Level *

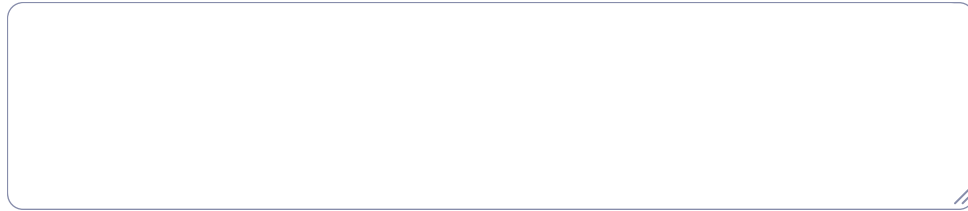
Which education levels/sites (in which ESPs work) is this workshop relevant for?

Check ALL that apply.

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

Post Secondary/Higher Education Level *

- IF you chose "Post Secondary/Higher Education" as a relevant education level for your workshop, share specific details related to how your workshop is relevant to ESPs working in higher education (colleges and universities that offer formal degrees beyond high school) below.
- If you did not choose "Post Secondary/Higher Education" as a relevant education level for your workshop, enter **N/A**.



ESP PROFESSIONAL GROWTH CONTINUUM (PGC)

ESP Professional Growth Continuum (PGC) *

CHECK BELOW to confirm that this workshop directly explores experiences, learning, and strategies for infusing at least one of the universal standards found in the PGC.

☐

Universal Standard *

Select the PGC Universal Standard that best aligns with your workshop.

- ☐ Communication
- ☐ Cultural Competence
- ☐ Organization
- ☐ Reporting
- ☐ Ethics
- ☐ Health and Safety
- ☐ Technology
- ☐ Professionalism

PGC Level *

Select the level of professional growth that best aligns with your workshop.

- ☐ Level 1 - Foundational
- ☐ Level 2 - Proficient
- ☐ Level 3 - Advanced/Mastery

NEA LEADERSHIP COMPETENCY FRAMEWORK

Leadership Framework *

CHECK BELOW to confirm that this workshop assists members in gaining a deeper understanding of how to successfully incorporate at least one of the competencies articulated in NEA's Leadership Competency Framework.

☐

Leadership Competency *

Select the NEA Leadership Competency that best aligns with your workshop.

- ☐ Advocacy
- ☐ Communication
- ☐ Governance and Leadership
- ☐ Leading Our Professions
- ☐ Organizing
- ☐ Social and Emotional Intelligence
- ☐ Strategy and Fiscal Health

Leadership Level *

Select the leadership experience level that best aligns with your workshop.

- ☐ Level 1 - Foundational
- ☐ Level 2 - Mobilizing/Power Building
- ☐ Level 3 - Agenda Driving

NEA STRATEGIC FRAMEWORK

NEA Strategic Objective *

Select the objective that best aligns with your workshop.

- ☐ Elevate the Professions
- ☐ Establish Educational Environments
- ☐ Enhance Equity
- ☐ Engage Diverse Leadership
- ☐ Energize Affiliates
- ☐ Ensure a Lasting Democracy

PRIMARY PRESENTER INFORMATION

First Name *

Last Name *

Email Address *

Please double-check the e-mail address. Confirmation e-mails and future notifications will be sent to this e-mail address only.

Email Address Confirmation *

Please enter your email address again.

Cell Phone Number *

Alternate Phone Number

Home City *

Home State *

NEA Affiliation *

Select the option that best describes your affiliation with the NEA.

- ☐ NEA Member
- ☐ State Staff/UniServ
- ☐ NEA Staff
- ☐ Other
- ☐ NOT AN NEA MEMBER

Member of NEA's Board of Directors *

Are you on the Board of Directors for NEA? This question is specific to the national level, not state or local.

- ☐ Yes
- ☐ No

NEA Membership State *

Member Category *

Select the option that best describes your member category.

- ☐ Education Support Professional
- ☐ Aspiring Educator
- ☐ Classroom Teacher
- ☐ Higher Education Faculty
- ☐ Specialized Instructional Support Personnel
- ☐ Retired Educator
- ☐ Public Service Employee
- ☐ Community Ally
- ☐ Association Staff
- ☐ NOT AN NEA MEMBER

NEA Membership ID Number *

Enter your Membership ID Number.

Refer to your membership card, look above your name on your NEA Today magazine, or contact your state affiliate.

If you are NOT AN NEA MEMBER, please enter N/A.

Association Leadership Position *

If you hold any of the following Association Leadership positions, which position do you currently hold?

- ☐ State President
- ☐ State Vice-President
- ☐ State Treasurer
- ☐ Local President
- ☐ Local Vice-President
- ☐ Local Treasurer
- ☐ DO NOT HOLD A POSITION

Race/Ethnicity *

What is your Race/Ethnicity?

- ☐ Asian and Pacific Islander
- ☐ Native American/Alaska Native
- ☐ Latin(o/a/x), Hispanic, and Chican(o/a/x)
- ☐ Black or African American
- ☐ Multiracial
- ☐ MENA (Middle East and North Africa)
- ☐ White
- ☐ Other
- ☐ Prefer not to answer

Gender Identity *

Please select your Gender Identity.

- ☐ Man
- ☐ Woman
- ☐ Non-Binary
- ☐ Agender
- ☐ Two-Spirit
- ☐ Gender Fluid
- ☐ Gender Queer
- ☐ Intersex
- ☐ Not listed
- ☐ Prefer not to answer

Gender Modifier *

Please select your Gender Modifier.

- ☐ Cisgender
- ☐ Transgender
- ☐ Not listed
- ☐ Prefer not to answer

Sexual Orientation *

What is your Sexual Orientation?

- ☐ Lesbian
- ☐ Gay
- ☐ Bisexual
- ☐ Pansexual
- ☐ Queer
- ☐ Questioning
- ☐ Asexual
- ☐ Straight/Heterosexual
- ☐ Not listed
- ☐ Prefer not to answer

Training Credentials/Experience *

What are your credentials and/or experience in delivering this workshop content?

Presenting in Union Environments *

Describe your training experience with presenting this workshop topic to unions and/or not-for-profit, membership-based organizations.

If you presented at an NEA ESP Conference in the past 3 years, in which year(s) did you present? *

Check ALL that apply.

- ☐ 2026
- ☐ 2025
- ☐ 2024
- ☐ DID NOT PRESENT

Share the title(s) and year of the workshop(s) you presented. *

If you do not recall the exact title, please share the topic(s).

If you did NOT present in the last 3 years, please enter N/A.

ARE YOU REQUESTING A CO-PRESENTER? *

NOTE: Co-presenters are approved on a case-by-case basis. If your proposal is selected, NEA will cover the cost of ONE presenter.

- ☐ Yes
- ☐ No

If you are proposing an 8-Hour Workshop, are you requesting a 3rd presenter? *

2 and 4-hour workshops CANNOT request a 3rd presenter.

NOTE: Additional presenters are approved on a case-by-case basis. If your proposal is selected, NEA will cover the cost of ONE presenter.

Requests for additional presenters will only be considered if included on this Request for Presenters form.

☐ Yes

☐ No

WORKSHOP AUDIO/VISUAL

Each workshop room will be set up with:

- 1 laptop,
- 1 projector,
- 1 screen,
- 1 set of speakers,
- 1 flip chart easel with paper,
- 1 set of markers, and
- 1 table for materials.

NOTE: Due to cost, microphones will not be provided in all workshop rooms. Microphones will be placed in large workshop rooms and where participants have an ADA hearing accommodation.

Do you have a non-standard AV request? Please request below.

Please be specific in the request below. Please note that non-standard requests cannot be guaranteed. Requests must be made through this RFP form only.

No. of requested additional flip charts

If you need additional flipcharts, please enter the total number below. **This is a non-standard request and cannot be guaranteed.**

#

No. of requested additional markers (per box)

If you need additional markers, please enter the total number of boxes below. **This is a non-standard request and cannot be guaranteed.**

#

Internet Access Requested *

Do you REQUIRE internet access?

Internet access is available to a limited number of breakout rooms.

Please check "Yes" only if your workshop REQUIRES an internet connection.

☐ Yes

☐ No

NOTE: Selecting internet access as an audio/visual need does not guarantee internet access for your workshop.

If your workshop is accepted you will be notified at that time whether we can accommodate this request. If we cannot provide internet access you will have the option to proceed with your workshop without access or decline our acceptance.

ESP Learning Network *

www.nea.org/esppdwebinars

Are you willing to be considered as a presenter for a future webinar through the ESP Learning Network?

- ☐ Yes, I am willing to be a future presenter
- ☐ No, I am not willing to be a future presenter

IMPORTANT: READ BEFORE SUBMITTING

Please fill out the RFP completely before submission (incomplete forms will not be considered).

- Each individual is limited to **THREE** proposal submissions to help maximize the number and diversity of presenters and perspectives.
- The deadline for submission is **11:59 p.m. Thursday, November 5, 2026 (ET)**.
- Presenters will be notified of their submission results within 30 days of the RFP form closing.
- If selected, NEA will only pay travel and accommodations for the primary presenter identified and approved on this proposal submission. (Note: Honoraria/fees and work release time are not reimbursable. Payment for substitutes is not covered.)
- Co-presenters are approved on a case-by-case basis. NEA will **NOT** cover expenses (e.g., registration fee, flight, hotel, ground transportation, etc.) for co-presenters who have not been pre-identified on this form **AND** approved by NEA.
- 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.
- NEA will **NOT** approve changes to identified primary presenters, designated to receive NEA travel accommodations and expense reimbursement, once the proposal is approved.

For assistance, contact ESDConferenceWorkshops@nea.org

For assistance, contact ESPConferenceWorkshops@nea.org.

PLEASE CONFIRM *

☐ I have read the "IMPORTANT: Read Before Submitting" section of the RFP form.

SUBMISSION

- Request a summary of your submission by clicking "Send me a copy of my responses" below. Include your email address when requested. Then, complete your submission by clicking "Submit" below.
- After clicking "Submit" below, you will receive the following confirmation:

Success! We've received your workshop proposal.

If you don't receive this confirmation, please review your form for any required fields of information you have not provided before submitting again.

☐ Send me a copy of my responses

Submit

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