



## IDAHO SCHOOL BOARDS ASSOCIATION'S 2020 CALL FOR WORKSHOP PRESENTATIONS

**This is a planning tool only. Please use this document to draft your text for the 2020 Annual Convention Call for Workshop Presentations form. All proposals must be submitted through the online survey. Any proposals submitted directly to ISBA and not through the online application link will not be considered.**

ISBA's Annual Convention is scheduled for November 11-13, 2020 in Sun Valley, Idaho. We are currently seeking proposals for sessions that will be held on Wednesday, November 11, 2020 and Thursday, November 12, 2020. We invite you to submit a proposal for a presentation designed to equip boards with content knowledge and with practical tips and tools to energize their districts/charters, inspire change, and advance student achievement.

The deadline for submitting a proposal is **Friday, July 31, 2020**

### CONTACT INFORMATION

1. Name of person submitting survey
2. Title
3. Organization Name
4. Address
5. Phone Number
6. Email
7. Are you also a presenter for this workshop?
  - Yes
  - No

### WORKSHOP INFORMATION

8. What is the title of your session? (ISBA reserves the right to edit.)
9. Please provide a brief (100 words or fewer) description of your session for the program to be used in our convention book. (ISBA reserves the right to edit.)
10. Please explain the learning objectives or main takeaway for attendees.
11. As with past conventions, ISBA will have structured workshop tracks. These tracks are designed to guide attendees through the many workshop options by the role the attendee fills. Please indicate whether your workshop would be applicable to the following groups.

	Applicable	Not Applicable
Experienced Board Member		
Board Chair or Vice Chair		
New Board Member		
Superintendent/Administrator		
Clerk		
Business Manager		
Charter School		
Other (please specify)		

12. Does your presentation promote a service or a product? If yes, please explain.
13. Are you an exhibitor? Exhibitor presenters must agree to have their company or organization participate as a paid Exhibit Show exhibitor upon selection of their proposal. The focus of the session must be on a learning topic and not an advertisement for their company or organization. Sales pitches disguised as presentations will not be considered.
- Yes
  - No
14. Please indicate the presentation style:
- Lecture: Presenters focus on a specific topic and present to the attendees
  - Panel Discussion: Discussion focuses on a specific topic amongst a selected group of panelists
  - Interactive: Provides an extended opportunity for participant engagement
  - Roundtable: Presenters briefly introduce an idea or issue they wish to explore, and then open the discussion for input and exchange of ideas among attendees
  - Other (please specify)

## WORKSHOP SCHEDULE

15. Workshops will be held on Wednesday, Nov. 11 and Thursday, Nov. 12. Please indicate your preferred time to present. Please note that ISBA tries to accommodate your preference, but we cannot guarantee we will be able to do so. Therefore, please do not submit a proposal unless you are able to present on either day of the convention on which workshops are held.
- Wednesday afternoon
  - Thursday morning
  - Thursday afternoon
  - I have no preference for the day/time I present
16. In consideration of keeping a safe, physical distance for attendees, would you be willing to present your topic more than once?
- Yes
  - No

## ROOM SET-UP, AUDIO-VISUAL EQUIPMENT, AND INTERNET NEEDS

17. All session rooms are equipped with a screen, A/V cart with a standard length extension cord, and presenter table. **Presenters must provide their own laptop and projector.** Also, if presenters need sound or internet access, it is their responsibility to make arrangements or provide the necessary equipment. Presenters are responsible for all arrangements, audio-visual equipment, and all expenses necessary for participation, including handouts.

By marking this section, you indicate that you have read and understand the room and equipment set up. You also understand that you need to bring your own computer, projector, speakers, and handouts should you need those items.

## PRESENTER INFORMATION

Presenter #1. The first presenter is the primary contact person and will share important information with the other presenters (if applicable).

- 18. Name
- 19. Title
- 20. Organization Name
- 21. Address
- 22. Phone Number
- 23. Email
- 24. Is someone else presenting with you?
  - Yes
  - No

Presenter #2

- 25. Name
- 26. Title
- 27. Organization Name
- 28. Address
- 29. Phone Number
- 30. Email
- 31. Will there be any additional presenters?
  - Yes
  - No

Presenter #3

- 32. Name
- 33. Title
- 34. Organization Name
- 35. Address
- 36. Phone Number
- 37. Email
- 38. Will there be any additional presenters?
  - Yes

- No

Presenter #4

39. Name
40. Title
41. Organization Name
42. Address
43. Phone Number
44. Email
45. Please list any additional presenters?

## ADDITIONAL INFORMATION

46. Please add any additional thoughts or considerations about your presentation needs.

## SIGNATURE

47. Please read and confirm that you agree to the following:
  - My presentation is appropriate to the K-12 public education field and appropriate for convention attendees who are seeking information and skills to help them govern and lead more effectively in public education. Further, I understand that presenters are expected to use materials and language that is original or credits the author and does not discriminate.
  - If handouts are required, I will provide them to the attendees at no cost to ISBA.
  - If I am selected to present at the 2020 ISBA Annual Convention, I am solely responsible for all arrangements and expenses necessary for participation in the convention. Further, I understand that ISBA does not provide hotel or travel reimbursements.
  - Any board member or superintendent participating in the presentation must register as an attendee of the Convention and pay the registration fee.
  - Any individual submitting a workshop proposal from a company must meet one of the following criteria. (This requirement does not apply to presenters from a school district, charter school, state agency, etc.)
    - The company is a paid exhibitor at the 2020 Exhibit Show.
    - The company is a paid convention sponsor.
    - The company is a paid workshop sponsor.
    - The company representative(s) is/are registered and paid convention attendees.
  - I hereby state that I understand and agree to the above terms. By typing my name below, I confirm my signature.