



IDAHO SCHOOL BOARDS ASSOCIATION'S 2022 CALL FOR WORKSHOP PRESENTATIONS

This is a planning guide only. Please use this document to draft the text for the 2022 Annual Convention Call for Workshop Presentations survey. All proposals must be submitted through the online survey. Any proposals submitted directly to ISBA and not through the online survey will not be considered.

ISBA's Annual Convention is scheduled for November 9-11, 2022 in Coeur d'Alene, Idaho. We are currently seeking proposals for sessions that will be held on Wednesday, November 9, 2022 and Thursday, November 10, 2022. These sessions will be 60 minutes in length. 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.

While ISBA makes every effort to accommodate your schedule preference, we cannot guarantee that your workshop will be scheduled at your preferred time. Because of this, please do not submit a proposal unless you can present during any of the time slots.

ISBA staff will evaluate each proposal. Many factors are considered in the selection of presentations, including, but not limited to whether:

- The topic is of high interest and relevant to today's school leaders. For example:
 - Community Engagement
 - Strategic Planning
 - Bonds and Levies
 - Effective Communication
 - School Budget
- The workshop description is clear and can be met in the time allotment of 60 minutes.
- The concept or solution presented is appropriate for an audience of school board members and administrators.
- The presentation will be engaging and interactive (large panels are discouraged).
- The presentation format and methods are clearly described.
- Practical, real-world application of the concept or solution is presented (proven practices, case studies, can be replicated in other school districts).
- Attendees have a clear take-away from the presentation.
- The presentation must NOT be used as a sales pitch by vendors.

The deadline for submitting a proposal is **Friday, July 15, 2022**

CONTACT INFORMATION

1. Name of person submitting survey
2. Title
3. Organization Name
4. Address
5. Phone Number
6. Email

WORKSHOP INFORMATION

7. What is the title of your session? (ISBA reserves the right to edit.)
8. Please provide a brief (100 words or fewer) description of your session for the program to be included in our convention book. (ISBA reserves the right to edit.)
9. Please explain the learning objectives or main takeaway for attendees.
10. Have you presented this workshop within the last two years?
11. If you answered “yes” to the question above, please provide details.
12. 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)		

13. Does your presentation promote a service or a product? If yes, please explain.
14. 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
15. Please indicate the presentation style:
 - Lecture: Presenters focus on a specific topic and present to the attendees
 - 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
 - Panel Discussion: Discussion focuses on a specific topic amongst a selected group of panelists
 - Other (please specify)

WORKSHOP SCHEDULE

16. Workshops will be held on Wednesday, Nov. 9 and Thursday, Nov. 10. 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

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 are 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 2022 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 2022 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.