

Call for Proposals – Just Read, Florida! Leadership Conference, 2006

Thank you to our many colleagues who will be submitting proposals and presenting at our Fifth Annual Leadership conference. As we reviewed the principal surveys, there were many responses indicating that they wanted to hear success stories from real practitioners in real schools. Therefore, these submissions will have first priority for selection. Those of us at Just Read, Florida! are anxious to hear of all your successes, so please submit this proposal to celebrate and highlight all of your hard work! Team presentations are encouraged.

The submission packet must include the following:

1. A *Presentation Information Sheet* (outlined below)
2. Send electronically on or before March 31, 2006, to Terri Harrison at Terri.Harrison@fldoe.org. Please include **2006 Just Read, Florida! K-12 Leadership Conference** in the subject line.

Presenter Guidelines and Requirements:

1. We reserve the right to limit the number of presentations from the same institution or affiliation.
2. Please do not list individuals as presenters unless you have a definite commitment that they will present.
3. Sessions will be scheduled throughout the conference. Presenters are expected to be available at their scheduled time. Breakout sessions will be one hour and 15 minutes in length. Presenters may be expected to present multiple times.
4. Please note that **all presenters are required to register for the conference.** Registration information will be available soon on the Just Read, Florida! website. If your proposal is accepted, your \$100 registration fee will be waived.
5. If your proposal is selected, you will be required to electronically submit all handouts and power point to Terri Harrison at Terri.Harrison@fldoe.org by May 19th. All presentations will be made available to participants on a conference CD.
6. The proposal contact will be notified by electronic mail of proposal acceptance by April 21st.
7. We reserve the right to suggest modifications to proposals.

Disqualifying Factors include the following:

1. Promotion of commercial/personal materials or programs.
2. Content completely unrelated to reading.
3. Failure to complete the proposal according to the guidelines.

*Just Read Florida! K-12 Leadership Conference
Presentation Information Sheet*

1. Title of the presentation (as it should appear in the Conference Program)

2. Audience (*Please check all that apply*)

- Reading First
- Elementary Non-Reading First
- Middle School
- High School
- District Level Administrator
- Building Level Administrator
- Reading/Literacy Coach
- General Audience-All Participants

3. Topics (*Please check all that apply*)

- Assessment
- Curriculum and Instruction
- Exceptional Student Education
- Family and Community Involvement
- Limited English Proficient
- Research into Practice
- Staff Development
- Technology

4. Presenter(s) name(s) (as they should appear in the Program) **Please fill out attached-contact information pages/bios for all presenters.**

- a. Presenter #1 _____
- b. Presenter #2 _____
- c. Presenter #3 _____
- d. Presenter #4 _____

5. Description of the presentation: (as it should appear in program – limit to 50 words)

6. Proposal Abstract-Please provide a description of the proposed session. The description should not exceed 250 words and should be organized around the following headings:

- Objectives
- Content
- Methods of Presentation

7. Audio-Visual/Technology Needs (*Please check all that apply*)

Computer

LCD Projector

Overhead Projector

Screen

Additional Computer Speakers

Computer Remote

Any particular software that needs to be on the presentation computer:

Please list below:

• _____

Will bring, setup, and use my own computer.

Other technology needs?

• _____

Note: All rooms will be set classroom style for each individual presentation. Rooms will be equipped with technology. Presenters will not be responsible for bringing their own Audio Visual equipment unless requested by the presenter above.

CONTACT INFORMATION

Presenter #1: *(This person is considered the proposal contact and is responsible for notifying co-presenters of proposal acceptance and presentation times.)*

Name _____

City: _____ District: _____ State/Province: _____

Mailing Address () Home () Office

School/University/Organization: _____

Position: _____

Street: _____

City: _____ State/Province: _____ Zip: _____

Email Address: _____

Work Phone: _____ Home Phone: _____ Fax: _____

Presenter #1 Bio:

(Please type bio below-do not send bio under separate cover)

Presenter #2:

Name _____

City: _____ District: _____ State/Province: _____

Mailing Address Home Office

School/University/Organization: _____

Position: _____

Street: _____

City: _____ State/Province: _____ Zip: _____

Email Address: _____

Work Phone: _____ Home Phone: _____ Fax: _____

Presenter #2 Bio:

(Please type bio below-do not send bio under separate cover)

Presenter #3:

Name _____

City: _____ District: _____ State/Province: _____

Mailing Address () Home () Office

School/University/Organization: _____

Position: _____

Street: _____

City: _____ State/Province: _____ Zip: _____

Email Address: _____

Work Phone: _____ Home Phone: _____ Fax: _____

Presenter #3 Bio:

(Please type bio below-do not send bio under separate cover)

Presenter #4:

Name _____

City: _____ District: _____ State/Province: _____

Mailing Address Home Office

School/University/Organization: _____

Position: _____

Street: _____

City: _____ State/Province: _____ Zip: _____

Email Address: _____

Work Phone: _____ Home Phone: _____ Fax: _____

Presenter #4 Bio:

(Please type bio below-do not send bio under separate cover)