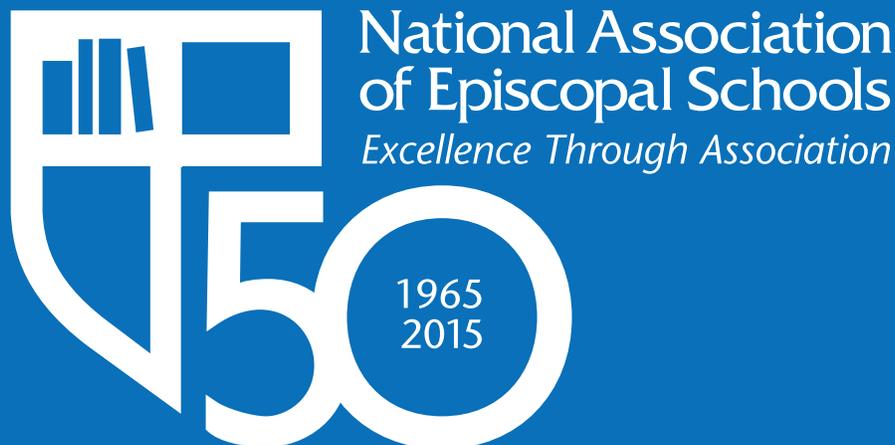


CALL FOR PROPOSALS

Guidelines • Instructions

Biennial Conference 2014

November 20–22, 2014 • Anaheim, California



Proposal Deadline: January 10, 2014

Biennial Conference 2014 Call for Proposals

The National Association of Episcopal Schools' (NAES) Biennial Conference is the premier gathering of Episcopal school leaders to learn, share, network, and celebrate. We invite you to share your knowledge and expertise by submitting a session proposal. Here's your opportunity to contribute to the expanding body of best practices and knowledge about the mission and ministry of Episcopal schools.

Biennial Conference 2014 will serve as the central event in NAES' celebration of its 50th anniversary in 2014-2015. While celebrating our accomplishments and those of our schools to date, we shall also be looking to the future of our schools and their ministry and mission excellence.

Conference Dates & Location

November 20–22, 2014
Anaheim Marriott
Anaheim, California

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Audience

The Biennial Conference audience includes heads of school, rectors, trustees, vestry members, chaplains and teachers of religion, senior administrators and faculty members, diocesan and regional school leaders, education professionals and consultants, and friends. Attendees come from schools serving preschool through grade 12. They are experienced and knowledgeable. They require and expect education that provides current information and the highest quality expertise.

Session Formats

- Workshop — Traditional 75-minute session with up to 3 presenters per session. Workshops will take place on Friday and Saturday, November 21 and 22, 2014.
- Deep Dive — Two-and-a-half hour session offering an in-depth exploration of a single, “big-picture” topic. All Deep Dives will be offered on Saturday morning, November 22, 2014. Proposals must include 3 presenters from 3 different schools or organizations.
- 20in5 — 5 minute presentation using 20 PowerPoint slides, each slide advancing automatically every 15 seconds, hence “20in5”. Presentations will take place during a single session in the “D” block (4:15-5:30 PM) on Friday, November 21, 2014. To view sample presentations using this format, visit YouTube at <http://bit.ly/9Ci1Ho> or <http://bit.ly/H8Afsa>. Try it, we're certain you'll like it.

Session Subject Tracks

- Chapel & Worship
- Chaplaincy
- Curriculum & Teaching
- Episcopal Identity

- Equity & Justice
- Leadership & Governance
- School Life & Culture
- School Management
- Service & Service-Learning
- Study of Religion

Content

Each proposed session should offer:

- Relevant content that stretches thinking and provides new approaches.
- Content that is delivered in an engaging way and draws on the experience of the attendees.
- Attendee involvement.
- Examples, case studies, practical tools, or models that can be applied immediately back home.
- Presenters from more than one grade level, discipline, school, or organization who are thoroughly conversant with the material; excellent and experienced public speakers; and comfortable and adept at leading potentially large groups of adult learners.

Non-commercial Policy

Sessions may include representatives from a NAES Corporate Subscriber or other program, product, and service providers presenting in partnership with and at the invitation of a NAES member. However, these sessions must present information generally and may not be used as platforms for promoting the particular goods and services of the presenting organization. Speakers are not permitted to distribute company promotional literature, brochures, or sales materials in any form to attendees during their workshop.

Room Set-ups, Audio-visual Equipment, and Internet

- Head table with 3 chairs.
- Lectern.
- Microphones for sessions in excess of 50 people.
- Flip chart and markers.
- Screen and LCD projector with PC laptop video connection. Mac users must bring their own video connector.
- “Audio crab” house sound connection for both PC and Mac laptops.
- Internet access.
- Round tables with chairs. (NAES reserves the right to alter this seating arrangement if anticipated attendance warrants it.)

Presenter Compensation, Reimbursement, and Conference Registration

Presenters are not compensated for their workshops. Registration, travel, accommodation, and meal expenses are the responsibility of the presenter. All presenters must register for Biennial Conference. “Presenter,” “Sponsor,” or, if attending from an eligible school, “Friday-Only” rates will be available.

Other Presenter Responsibilities

Final presentations and handouts must be submitted to NAES no later than November 14, 2014 for pre-conference posting to the NAES website and conference app. These materials are always requested by our attendees who need to reference presentations prior, during, and after the Biennial Conference to enhance their education.

Workshop presenters are responsible for the reproduction, shipping, and dissemination of hard copies of handouts at their presentations.

Instructions

Friday, January 10, 2014 is the deadline for submission of proposals. You may propose more than one session, but must submit a separate proposal for each one.

The submission process now takes place online at:

<http://www.surveymonkey.com/s/NAES-Biennial2014-Call4Proposals>

The online submission process does not allow you to return later to complete a proposal. To complete the submission process, you must provide the following information for each proposal:

- Session format.
- Session title.
- Session description (100 word maximum).
- Session subject tracks and the grades and professional roles (e.g. chaplains, heads) to which your session will be directed.
- Name, full contact information, and 100 word biography of the lead presenter. If your proposal is accepted, this information will be used in all conference materials and the conference app.
- Name, full contact information and 100 word biography of up to two co-presenters (if applicable). If your proposal is accepted, this information will be used in all conference materials and the conference app.
- Permission of your head of school or supervising administrator to submit your proposal, her or his support for your attendance at the conference if your proposal is accepted, and the name, title, and email address of your head of school or supervising administrator.

Selection Process

- Selection will be determined on appropriateness and interest of topic, level of content, comprehensiveness of session objectives, and expertise of presenters.
- Preference will be given to proposals from NAES members and Corporate Subscribers, and from representatives of other organizations presenting in conjunction with NAES members.
- NAES reserves the right to request modifications to a session proposal before final selections are made.
- On or about **February 10, 2014**, NAES will email acceptance and declination decisions.
- If a proposal is selected for Biennial Conference 2014, NAES reserves the right to assign the date and time of the workshop at its sole discretion or to edit the session title or description to meet its editorial or marketing requirements. Session proposers will be offered the opportunity to review any such changes.

Questions?

If you have any questions concerning the Call for Proposals or the selection process, please contact:

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