****

**Call for Educational Session Presenters Template**

**September 4 – October 14, 2019**

**We’re seeking educational session proposals for the** [**2020 National AfterSchool Association Convention**](https://naaweb.org/convention) **(NAA20), March 15-18, 2020 in Washington, DC.**

Our goals for Convention are to offer a range of learning opportunities and professional development for our audience of 1,500+ afterschool professionals. We are seeking a diversity of content, formats, and presenters. This is your chance to “train the trainer” and/or showcase what you/your organization does well in a way that engages and inspires your peers!

NAA Convention is where afterschool professionals and leaders gather to get inspired, connect, and learn. We’re looking for engaging educational sessions that provide new skills to afterschool professionals that work directly with youth, as well as sessions for afterschool leaders. Presentations should model youth development and adult learning principles. Presenters should consider themselves facilitators of learning for their breakout session audience of 40-100 people.

**There are five educational session formats available at Convention:**

* Workshop (60 minutes) – These sessions are interactive with hands-on learning experiences, discussions, and activities that involve participants.
* Panel (60 minutes) – These sessions feature up to three panelists and a moderator who share insights and different perspectives on a specific topic. Panels should allow for at least 15 minutes of audience Q&A throughout your presentation.
* Spark (30 minutes) – These are quick informational sessions with key takeaways, a short lecture, or a TED Talk-style presentation. Held at the end of the day, every day, no Q&A is required for these short sessions.
* Leadership Intensive (2 hours) – Intended to be focused on leadership and professional development, these sessions take a deep dive into a topic and should be led by experienced trainers and leaders.
* Community Showcase (15 mins or less) – Our version of TED talks! A brief 5-15 min prepared presentation with a clear story arc, delivered from the main stage to our full audience of 1,500 participants during a general session. We’re seeking to highlight inspiration, takeaways, and innovations from our community. Finalists will be determined in the CFP process, with a second round of selection taking place November through January, where you’ll be invited to submit a video pitch.

Due to space and schedule, we are anticipating accepting up to:

* 70 workshops and panels
* 40 sparks
* 20 leadership intensives
* 5 community showcase presentations

**Requirements:**

* Before submitting a proposal to present, please ensure you are available to present at any point during March 15-18, 2020. Breakout sessions will be hosted on all conference dates.
* If selected to present you will be required to confirm you plans to present by November 26, 2019.
* If selected, you must pay for conference registration by January 15, 2020. Lead presenters are given a $200 discount off of registration fees, but co-presenters, panelists, and other speakers are not offered a discount.

You will be notified if your proposal is accepted by November 16. If selected, we’ll share your exact presentation date and time in December. Presenters not registered by January 15, 2020 will have their session(s) cancelled.

**Questions?**

If you have any questions about developing or submitting a proposal, please contact [Presenters@naaweb.org](mailto:Presenters@naaweb.org). For important deadlines and other information,[visit our website](https://naaweb.org/sessions/presenter-information).

**Ready to Submit?**

Ready to submit your presentation idea?

Login to the proposal database at: [https://naaproposal.org/FORMS/CFP/cfp\_login.php?formid=7896846](https://urldefense.com/v3/__https:/naaproposal.org/FORMS/CFP/cfp_login.php?formid=7896846__;!5W9E9PnL_ac!X5ytTMjS6_d8U1Tk4YNW-jx16kxwBTGm1HGblguVK8CxPaTk23_lLFLhh_8EOX4$)

**Submit your proposal by October 14!**

**Educational Session Overview and Information**

**Educational Session Format**

There are five educational session formats available at Convention.

**Select one:**

* Workshop (60 minutes) – These sessions are interactive with hands-on learning experiences, discussions, and activities that involve participants.
* Panel (60 minutes) – These sessions feature up to three panelists and a moderator who share insights and different perspectives on a specific topic. Panels should allow for at least 15 minutes of audience Q&A throughout your presentation.
* Spark (30 minutes) – These are quick informational sessions with key takeaways, a short lecture, or a TED Talk-style presentation. Held at the end of the day, every day, no Q&A is required for these short sessions.
* Leadership Intensive (2 hours) – Intended to be focused on leadership and professional development, these sessions take a deep dive into a topic and should be led by experienced trainers and leaders.
* Community Showcase (15 mins or less) – Our version of TED talks! A brief 5-15 min prepared presentation with a clear story arc, delivered from the main stage to our full audience of 1,500 participants during a general session. We’re seeking to highlight inspiration, takeaways, and innovations from our community. Finalists will be determined in the CFP process, with a second round of selection taking place November through January, where you’ll be invited to submit a video pitch.

**Target Audience**

All educational sessions must identify an experience level to align with participant knowledge and training needed to fully participate in the session.

**Select one:**

* Developing Professionals
* Proficient Professionals and Emerging Leaders
* Advanced Professionals and Current Leaders

**Educational Session Strands**

NAA20 offers four strands of programming that align with [NAA’s Core Knowledge and Competencies](http://naaweb.org/images/Core-Knowledge-and-Competencies-web.pdf) (CKCs) for Afterschool and Youth Professionals.

**Select one:**

* Youth Development, Learning Environments, Curriculum, and Assessment – Meeting the multiple needs of young people by providing high-quality programming in high-quality learning environments. With a focus on age-appropriate curriculum and understanding observation and assessment techniques to ensure all youth needs are being met. (CKCs 1,2,3)
* Youth Engagement, Interactions with Youth, Diversity, and Inclusion – From SEL to fostering youth voice and leadership, how we engage youth matters. Ensuring we are being culturally responsive and embracing the diversity of the youth we serve is critical to their development. (CKCs 4,5,6)
* Equity, Family, School, Community Engagement, Safety and Wellness (CKC 6,7,8)
* Program Planning and Administration, Staff Development – There’s a lot of nuts and bolts in running a program, hiring, training, and retaining staff, developing partnerships, planning budgets, recruiting board members, engaging families, marketing… the list goes on! (CKC 9)
* Advocacy and Leadership - Leaders need development too! Communication, delegation, conflict management, time management, emotional intelligence, self-care, and decision-making are just a few of the skills leaders need to be successful. Advocacy for the field is increasingly important skill leaders need. Our advocacy sessions will focus on how to talk about critical policy issues, engaging and educating civic leaders and policymakers, and raising community voices. (CKC 10)

**Room Set-Up**

How would you like your room to be set up for your educational session?

Note: We cannot guarantee your preferred room set-up based on your response to this question, but we will do our best to accommodate.

**Select one:**

* No tables & chairs – I need open space for physical activities (chairs will be set around the perimeter of the room)
* Just chairs – no tables needed, just theatre seating
* Tables/Rounds – I prefer to have tables for hands-on activities (tables not guaranteed)
* I’m flexible – I’ll work with what you give me

**AV Set-Up**

Will you need a projector and screen in your educational session room?

**Select one:**

* Yes, I will need a projector and screen (if you require AV, you must provide your own laptop with an HDMI port)
* No, I don’t need AV

**Session Title**

Short and sweet: 5-10 words max! (50-character limit)

**Session Description**

One-two paragraphs that detail your goals, objectives, and the audience that should attend. This is how participants will determine the sessions they attend. (750-character limit)

**Learning Objectives: Questions Your Session Will Answer**

What should participants expect to learn during your educational session?

**1.**

**2.**

**How will your session build the capacity of the participants to benefit the afterschool field?**

Provide a short answer with concrete examples.

**Products/Services in Your Presentation**

NAA Convention offers Exhibitor Sessions, where exhibitors can showcase their products, services, or demos in breakout sessions. These sessions are considered “exhibitor sessions” and require purchasing space in the Learning Expo and are selected in a competitive process in January 2020.

We also know there are many free tools, resources, and products that may be referenced in a presentation. We seek to understand if you are a better fit for an exhibitor session, purchasing a booth the learning expo, or if this is indeed a standard educational session.

**Does your presentation include demonstrating or sharing products or services that will be free or available for purchase by Convention participants?**

**Select one:**

* My presentation may reference tools that support the content of my presentation and participant learning objectives, but **I am not pitching any products or services**. I’ll be sure to make it clear in my presentation that I am not selling or promoting these products or services, but do find them helpful in my work,
* I’ll be sharing **free products or services as part of my presentation, but I am not interested in being part of the Learning Expo.** We will consider your proposal as-is but may encourage you to purchase exhibit space in the Learning Expo to reach the breadth of Convention participants.
* **I’ll be sharing products or services available for free or purchase and plan to exhibit in the Learning Expo.** If so, you are required to purchase exhibit space in the Learning Expo in order to have your proposal considered. We have a select number of sessions set aside for exhibitors, but it is still a competitive process that we take seriously, based on the quality of your presentation proposal. Exhibitor sessions will be notified of selection in January 2020.

**=================**

**Presenter Contact Info (complete all info for each presenter)**

**Lead Presenter**

*Note: The lead presenter will serve as the main contact for the session and will be responsible for coordinating with any co-presenters. Lead presenters only will receive a registration discount of $200. All presenters, including co-presenters, moderators, and panelists, must register for Convention by January 15, 2020.*

First name:

Last name:

Organization:

Professional Title:

Mailing address:

City:

State:

Zip code:

Mobile phone (xxx-xxx-xxxx):

Email:

Short bio (125 words or less):

**Co-Presenter #1 (complete for all co-presenters, panelists, etc.)**

First name:

Last name:

Organization:

Professional Title:

Mailing address:

City:

State:

Zip code:

Mobile phone (xxx-xxx-xxxx):

Email:

Short bio (125 words or less):

**=================**

**Ready to Submit?**

Ready to submit your presentation idea?

Login to the proposal database at: [https://naaproposal.org/FORMS/CFP/cfp\_login.php?formid=7896846](https://urldefense.com/v3/__https:/naaproposal.org/FORMS/CFP/cfp_login.php?formid=7896846__;!5W9E9PnL_ac!X5ytTMjS6_d8U1Tk4YNW-jx16kxwBTGm1HGblguVK8CxPaTk23_lLFLhh_8EOX4$)

Submit your idea(s) by 11:59pm PT on October 14, 2019 to be considered for NAA 20! **We do not accept proposals via email.**

**Questions?**

If you have any questions about developing or submitting a proposal, please contact [Presenters@naaweb.org](mailto:Presenters@naaweb.org). For important deadlines and other information,[visit our website](https://naaweb.org/sessions/presenter-information).