**Proposal Frequently Asked Questions (FAQs)**

**Updated 7.9.15**

**Q: Who can I contact with a question?**

Please contactErin Leonard at [leonard@collaborativecommunications.com](mailto:leonard@collaborativecommunications.com).

**Q: What should I present at Convention?**

A: We’re interested in learning from the best in afterschool and out-of-school time learning. We want to know about innovation, practices, or lessons learned that can be helpful to other afterschool professionals from across the country.

We’re very interested in take-home tools, curriculum, worksheets, resources and other ways for participants to further learning after your presentation.

If you are pitching a product or service, please complete the [Exhibitor Call for Proposals.](http://naaproposal.org/FORMS/CFP/cfp_login.php?formid=7836388) To be accepted for an Exhibitor Workshop, you/your organization must commit to Exhibiting at the NAA Convention by December 17 and remain committed to Exhibiting even if we do not accept your proposal. Exhibitor workshop proposals are due by December 17.

**Q: I’m an exhibitor, can I give a workshop presentation?**

A: Yes, we have up to 20 slots available for Exhibitor workshops and it’s a competitive selection process. We do not guarantee selection of Exhibitor workshop proposals and we only review proposals submitted by Exhibitors that have confirmed participation in NAA’s Convention.

**Q: Can I submit a proposal?**

A: Yes, the call for proposals is open through October 16, 2015.

**Q: How many proposals can I submit?**

A: You may submit up to four proposals (total, across all formats). We’re limiting our presenters to a maximum of two presentations at the convention. Even if you submit four proposals, the maximum we will accept is two.

**Q: Why are you capping presenters at two presentations?**

A: We’re listed to our audience, they want a variety of content and voices presenting at Convention.

**Q: I submitted a session, when will I find out if it was accepted?**

A: You will be notified about the status of your proposal by December 4, 2015. If you don’t hear anything by December 5, please contact Erin Leonard at [leonard@collaborativecommunications.com](mailto:leonard@collaborativecommunications.com).

**Q: If my proposal is not accepted will I get an email on December 4?**

A: Yes, we will email about the status of every proposal on December 4. If you don’t see an email by December 5 (please check your spam!), contact Erin Leonard at [leonard@collaborativecommunications.com](mailto:leonard@collaborativecommunications.com).

**Q: If I’m not accepted, can I get feedback on my proposal?**

A: Absolutely, please just reach out to us (email Erin) for feedback after your receive notification that you’ve not been selected. The proposal process is extremely competitive and if you’re not selected, we’re happy to give you feedback on our decision making process, but also how you could improve your proposal for next year. If you’re not selected, we encourage you to come to Convention! At convention you can meet with us, attend workshops and learn from the best in the field. It could really give you a leg-up in submitting a proposal for 2017!

**Q: Can I get insight into the 2015 Convention?**

A: Yes, you can [download our program book](http://naaweb.org/images/pdf/NAA_Program_Book_2014.pdf) and see other highlights to get a sense of the 2015 Convention.

**Q: What are your presentation formats?**

A: This year we’re reducing our presentation formats to just two options: workshops (75 minute) and learning express presentations (30 minute).

We’ve removed deep-dives (2 hour) and posters from Convention programming and will only offer workshops and express presentations at the 2016 NAA Convention.

**Workshop Sessions**

* 75-minutes long, including 15-minutes of required audience Q&A .
  + Tip: Prepare a 55-60 minute presentation, focus on audience engagement, interactivity
* Six workshop blocks each with 15-20 concurrent sessions.
* Can be a training, panel, lecture, hands-on activity – any kind of presentation you can imagine!
  + Lecture is our least favorite type of presentation. Hands-on activities and trainings are our favorite.
* If you choose to host a panel discussion, you’re limited to a maximum of three panelists and one moderator.
  + Tip: Pick a strong moderator that will keep the energy high in the room.

**Learning Express (participant favorite from 2015!)**

* 30-minute presentations that focus on sharing something participants can use right away.
* Three scheduling blocks: Express sessions are scheduled at the end of the day, every day (Monday-Wednesday)
* No Q&A required.
* Consider hosting an express session and focusing on your very best content!

**Q: If I’m accepted for a presentation, will you train me in advance of my presentation?**

A: Yes, we will host follow-up trainings and webinars with accepted presenters that will go into greater detail about their type of presentation, expectations, logistics, best practices and presentation tips. We’re reaching out to some of our best presenters from 2015 to give us insights into their preparation and presentation.

**Q: How can I best prepare for my session, if my proposal is selected?**

A: Plan to attend all of our trainings, including webinars. You should also practice your presentation at one month in advance Convention.

NAA does not review or approve presentation content, but we encourage you to practice with your colleagues, friends and/or family and get their feedback. If you have any co-presenters, be sure to practice with them at least a month in advance of your presentation.

**Q: How important is it for my proposal to be well written?**

A: It is extremely important to use correct spelling, grammar, and punctuation when submitting your proposal. Your proposal is the key indicator of your level of expertise and preparation. A few tips:

* Do not use all caps (or no caps) for your title, description or any other aspects.
* Be aware of formatting errors or issues when cutting and pasting.
* Proofread your description, multiple times.
* Please remember that the person reading your proposal will not have the same background or as much expertise in your topic area as you do, so make your content clear and concise.
* Create a short, marketable title – this is critical in getting attention from the review committee and getting participants in the room if your proposal is selected.
* Write a short, to the point, and accurate session description. Consider it from the participants’ perspective: What’s the big takeaway? What are you showing or teaching? How will participants use this after your session is over?

**Q: Will I be paid to present?**

A: No, all of our speakers are considered volunteers. In fact, presenters must cover their own travel, lodging and register for the convention, though we offer travel, lodging and registration discounts (more details below).

**Q: Is there a fee to present?**

A: No, there is no fee associated with giving your presentation, however if your session is accepted, you will be required to register for the conference and cover your own travel and lodging.

**Q: Do I have to register for the Convention?**

A: Yes, all accepted speakers are required to register for the conference by January 15, 2016. Only the lead presenter will receive a discounted registration rate. Co-presenters have to register for the convention at regular registration rates. We encourage you to register early to take advantage of lower registration rates.

We also encourage you to become an NAA member for discounted registration. Visit the [NAA website](http://naaweb.org/membership) to become a member today!

**Q: Do co-presenters or panelists need to register?**

A: Yes, co-presenters, panelists and any other special guests that are part of your presentation are required to register for the convention. Their registration rates depend on their membership status, as well as their time of registration. Only the lead presenter receives a discounted registration rate for the convention (dependent on NAA membership status). See detailed information about registration at: <http://naaweb.org/registration>