



Deadline: January 26, 2018

Call for Presenters

The Massachusetts Coalition for Adult Education invites submission of proposals for its annual NETWORK conference on **April 6, 2018** at the Best Western Royal Plaza in Marlborough, MA.

This year's conference will continue a long tradition of high quality workshops that help a wide range of adult basic education practitioners meet their on-the-job challenges.

NETWORK highlights new information and features best practices in critical areas. Priorities include, but are not limited to workshops on these topics:

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| <ul style="list-style-type: none">• ABE instruction at high, intermediate and low levels• Administration• Advising• Civics education and citizenship• College and Career Readiness (CCR)• Content areas (e.g., reading, writing, math and science)• Contextualized instruction• Curriculum development• Enrichment for practitioners• ESOL instruction at high, intermediate and low levels• Formative assessment | <ul style="list-style-type: none">• Immigrant issues/reform• Integrated skills and strategies• GED and HiSET• Public policy (state and federal)• Research• Technology• WIOA's impact on program design and performance standards• Workforce development• Working conditions• Workplace education• Resource development |
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NETWORK 2018 PRESENTER INFORMATION

**Submission deadline: Postmarked or e-mailed
by January 26, 2018**

FILLING OUT YOUR PROPOSAL FORM:

- Please fill out all sections of the form **completely**.
- Please list all presenters as they wish to appear in the program, with affiliations, and indicate whether any presenters are students.

PROPOSAL RECEIPT AND ACCEPTANCE:

- We will email you to confirm receipt of your proposal. Please do not mail a proposal that you have already e-mailed and visa versa.
- We will email the Contact Person listed on the proposal form **by February 7, 2018** regarding acceptance of the proposal. **The Contact Person is responsible for notifying the other presenters.**
- After receiving notification of the workshop acceptance and time slot, the Contact Person must email the Conference Coordinator at network@mcae.net **by March 2, 2018** to finalize the equipment requests.

PRESENTER REGISTRATION POLICY:

- All presenters must formally register for the conference, indicating additional workshop selections for the entire conference. We must have an accurate count for meals and workshops, and need your registration to create name badges.
- A maximum of 2 free registrations per workshop will be allowed. **On your registration form,** add a large "F" next to the names of those presenters who should have their registration fee waived. Additional presenters must pay the regular registration fee of \$165.00.
- Additionally, MCAE will waive the fee for up to 2 student presenters per workshop presentation. Mark them with "FS". If more students are involved in the presentation, they must pay a registration fee of \$25.00 each.

HANDOUTS AND EXPENSES:

- Participants appreciate receiving handouts from the presenters. You may request workshop participant counts **after March 26, 2018** by emailing network@mcae.net so you may plan your handouts accordingly. Please make a few extra copies so you can give a master copy to your workshop facilitator and have sufficient copies for any on-site registrants.
- **Important note:** Copying is not available on site. As a non-profit organization, MCAE is not able to reimburse presenters for any expenses, including travel or copying.

QUESTIONS: Contact Conference Coordinator via email at network@mcae.net.

NETWORK 2018 PRESENTATION PROPOSAL FORM

Name: _____
(as you would like name to appear in brochure)

Organization: _____
(as you would like name to appear in brochure)

Title: _____ **Phone:** (____) _____
(as you would like name to appear in brochure) (best number to reach you)

Mailing Address: _____

Email: _____

One Sentence Bio: _____

Workshop Title: _____
(Maximum of 8 words; use your abstract to provide more description)

Workshop Abstract:

- All sessions are 90 minutes in length.
- Please attach a typed 35-55 word description of your workshop **or** type it in the space below.
- Please be as specific as possible to enable attendees to make informed workshop choices.

Additional Presenters (attach an extra sheet if necessary – 1st additional presenter's registration is free):

Name #1: _____
(as you would like name to appear in brochure)

Title and Organization: _____
(as you would like name to appear in brochure)

One Sentence Bio:

Name #2: _____
(as you would like name to appear in brochure)

Title and Organization: _____
(as you would like name to appear in brochure)

One Sentence Bio:

Name #3: _____
(as you would like name to appear in brochure)

Title and Organization: _____
(as you would like name to appear in brochure)

One Sentence Bio:

Maximum Participants: 20 40 NO MAXIMUM

Room Set-up:

- All rooms will be set up theater style unless otherwise requested.

Special set-up room request (please specify); we will do our best to accommodate your request:

Technology Requests:

- All rooms are equipped with easels and flipcharts.
- **Please provide your own laptop computer for your presentation.**

- Since audiovisual equipment is expensive and labor intensive, **please limit your requests to equipment that you will actually use during your workshop.**
- Please be sure to indicate your specific equipment requests on the proposal form below. MCAE will make every effort to meet your needs, but we will be unable to fill last minute requests.
- The requested equipment will be placed in your workshop room at the time of your presentation.

[] I will **NOT** be using any equipment.

[] I will **NOT** be using audio in my presentation.

I need MCAE to arrange for:

[] Overhead Projector (used with transparencies)

[] LCD/Data Projector (used with your own laptop)

[] VCR and DVD

[] Internet Connection

[] Screen

[] Long Cord

[] Other (please specify): _____

PROPOSAL DEADLINE – January 26, 2018

- **Proposal submission must be postmarked or emailed by January 26, 2018.**
- **Please do not mail forms that you have emailed.**
- **Email:** Andrea Perrault, Conference Chair at andrea.perrault@aol.com
- **Mail:** MCAE, 44 Farnsworth Street, Boston, MA 02210

IMPORTANT DATES

- **January 26:** Proposal submission deadline
- **February 7:** Notification of proposal acceptance.
- **March 2 :** Presenter deadline to confirm equipment needs after being notified that the proposal has been accepted.
- **March 26:** Presenter can request participant counts for workshop after this date.
- **April 6:** **NETWORK 2018!**