



**MASSACHUSETTS COALITION FOR ADULT EDUCATION
NETWORK Conference
Friday, May 10, 2019
Best Western Royal Plaza Hotel, Marlborough, MA**



**CALL FOR PROPOSALS
EXTENDED DEADLINE: FEBRUARY 25, 2019**

The Massachusetts Coalition for Adult Education invites submission of proposals for its annual NETWORK conference on **May 10, 2019** 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• Family literacy | <ul style="list-style-type: none">• Formative assessment• Immigrant issues/reform• Integrated skills and strategies• GED and HiSET• Public policy (state and federal)• Research• Resource development• Technology• Trauma-informed teaching• WIOA's impact on program design and performance standards• Workforce development• Working conditions• Workplace education |
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NETWORK 2019 PRESENTER INFORMATION

Submissions must be postmarked or e-mailed by February 25, 2019

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 March 4, 2019** regarding acceptance of the proposal. **The Contact Person is responsible for notifying any other presenters for the workshop.**
- After receiving notification of the workshop acceptance and time slot, the Contact Person must email the Conference Coordinator at network@mcae.net **by April 1, 2019** 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 information 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 May 1, 2019** 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: Please contact MCAE's Conference Coordinator via email at network@mcae.net.

NETWORK 2019 PRESENTATION PROPOSAL FORM

Name: _____
(as you would like it to appear in the conference program)

Organization: _____
(as you would like it to appear in the conference program)

Title: _____ **Phone:** _____
(as you would like it to appear in the conference program) (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 it to appear in the conference program)

Title and Organization: _____
(as you would like it to appear in the conference program)

One Sentence Bio: _____

Name #2: _____
(as you would like it to appear in the conference program)

Title and Organization: _____
(as you would like it to appear in the conference program)

One Sentence Bio: _____

Name #3: _____
(as you would like it to appear in the conference program)

Title and Organization: _____
(as you would like it to appear in the conference program)

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 & Equipment Requests

- Please provide your own laptop computer for your presentation.
- Since arranging 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 below. MCAE will make every effort to meet your needs, but we will be unable to fulfill 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

Extension cord

Easel and flipchart

Other (please specify): _____

PROPOSAL DEADLINE – FEBRUARY 25, 2019

- Proposal submission must be postmarked or emailed by February 25, 2019.
- Please do not mail forms that you have emailed.
- Email: Suzanne Martin, Conference Chair at suzannemartinh@gmail.com
- Mail: MCAE, 44 Farnsworth Street, Boston, MA 02210

IMPORTANT DATES

- **February 25** Proposal submission deadline
- **March 4** Notification of proposal acceptance
- **April 1** Presenter deadline to confirm equipment needs (if proposal accepted)
- **May 1** Presenters can request participant counts for workshop after this date
- **May 10** **NETWORK 2019!**