



NETWORK CONFERENCE

MAY 5, 2023

PRESENTER FAQ

Thank you for your interest in presenting a workshop at NETWORK 2023, a virtual event. If you have any questions, please email mcaenetwork2023@gmail.com

IMPORTANT DEADLINES AND TRAININGS:

DEADLINE FOR PROPOSAL SUBMISSION	FEBRUARY 15, 2023
NOTIFICATION OF PROPOSAL ACCEPTANCE	MARCH 8, 2023
TECHNOLOGY TRAINING FOR PRESENTERS (1 HOUR) <i>Required for anyone who never used the Whova event platform. Everyone is welcome to attend for a refresher.</i>	APRIL 5, 2023 @ 11 AM or 4 PM
PRACTICE SESSION FOR PRESENTERS AND PROCTORS	NO LATER THAN APRIL 28, 2023
NETWORK 2023!	MAY 5, 2023 (FRIDAY)

WORKSHOP TOPICS:

We are seeking workshops reflecting the many changes in the way we now teach, learn, and deliver essential services in our ABE programs as well as the latest information and best practices in critical programming areas. **We are also interested in your ideas, and all proposals are welcome.**

Virtual services and programming	Instructional and assessment topics	Other topics
<ul style="list-style-type: none"> • Engaging virtual teaching practices • Student recruitment for virtual classes • Student recruitment and retention in virtual programming • Advising students enrolled in virtual classes • MassLINKS 	<ul style="list-style-type: none"> • ABE reading • Assessments, assessment reports, formative assessment • Civics education, citizenship • College and career readiness • Content areas (reading, writing, math, science) at all levels • ESOL instruction at all levels • Family literacy • High school credentials (GED, HiSET) • Integrated skills and strategies • MassSTEPS 	<ul style="list-style-type: none"> • Administration • Advising • Anti-racism, diversity, equity and inclusion in ABE • Curriculum development • Immigration issues and reform • Practitioner enrichment • Public policy (state and federal) • Research • Resource development • Rural programs • Staff recruitment and retention • Technology • Trauma-informed teaching • WIOA's impact on program design and performance standards • Workforce development • Working conditions • Workplace education

WHAT YOU NEED TO KNOW BEFORE SUBMITTING A PROPOSAL

- **Sessions:** All sessions are 90 minutes long, will be delivered remotely via ZOOM and will be recorded. Recordings will be available for a limited period of time to conference attendees.
- **Required Contact Person:** Whoever is listed as the contact person is responsible for sharing all conference-related information in a timely way with all co-presenters, including the proposal's acceptance, time slot, training and practice schedules, and registration deadlines.
- **Registration fee for more than 2 presenters:** All presenters need to register to have access to the event software and participate in the conference. Two presenters per workshop session receive free registrations. Additional presenters pay a discounted registration fee (\$135). If there are more than 2 presenters, the presenters will decide who uses the free registrations. A panelist is considered to be a presenter.
- **Registration fee for student presenters:** A maximum of up to 2 free student presenter registrations per workshop presentation will be provided. Additional student presenters must still register and pay a discounted registration fee of \$25 per person. A student panelist is considered to be a presenter.
- **Technical support and training – required for anyone who has not used Whova before:** We will be using the Whova event app again this year to enhance attendee participation and engagement. Any presenters who have not used Whova before must attend a 1-hour overview training on how to use Whova to upload your biography/profile before registration is opened and to upload your handouts/files closer to the conference date. The training is offered twice on **April 5 at 11 a.m. and again at 4 p.m.** Everyone is welcome to attend for a refresher.
- **Session Proctor:** Each presenter will be paired with a session proctor who will manage the chat, breakout rooms, surveys, document sharing and any other technology needs. Proctors will attend a brief conference orientation session. Each presenter must meet with their proctor no later than April 28 to coordinate the session plan. If you know someone you would like to have as your proctor, please include their name and contact information on your proposal form.
- **Registration fee for proctors:** Proctors can attend and register for free. Proctors must attend a 1-hour conference orientation on **April 12 at either 11 a.m. or 4 p.m.** and meet with their presenter no later than April 28.
- **Uploading handouts and files to new platform:** Instructions on how to upload your handouts and files will be provided in writing as well as during the training on April 5 and the practice session with your proctor no later than April 28. All documents will be made available on the MCAE website following the conference unless you request, in writing, that we do not post your materials.

SUBMIT YOUR NETWORK 2023 WORKSHOP PROPOSAL: <https://forms.gle/tARi6FgegEh6a6e69>

QUESTIONS: mcaenetwork2023@gmail.com