



NETWORK CONFERENCE

MAY 1, 2024

Best Western Royal Plaza Hotel, Marlborough, MA

PRESENTER FAQ

Thank you for your interest in presenting a workshop at NETWORK 2024 which will return to being an in-person event.

If you have questions after reading the FAQ, please email Caryn Kelley, NETWORK 2024 Conference Coordinator at mcaenetwork@gmail.com

IMPORTANT DEADLINES AND LINKS

EXTENDED DEADLINE FOR PROPOSAL SUBMISSION	FEBRUARY 16, 2024
LINK TO SUBMIT WORKSHOP PROPOSAL FORM	https://forms.gle/qjUFi45zBFNH7vAZ7
NOTIFICATION OF PROPOSAL ACCEPTANCE	FEBRUARY 21, 2024
REGISTRATION DEADLINE	APRIL 19, 2024
NETWORK 2024	MAY 1, 2024 (WEDNESDAY)

WORKSHOP TOPICS

We are seeking workshops that reflect:

- the many innovations in the way we teach, learn, and deliver essential services in our ABE programs;
- the latest information and best practices in important programming areas;
- how to successfully deal with outside forces affecting adult education teaching and learning;
- education as empowerment, and a social and economic justice issue; and
- different perspectives on policy, teaching, and learning practices.

The list of topics suggests content that would be of interest to conference attendees – administrators, program directors/coordinators, teachers, counselors, support staff, students, and volunteers – but is not all inclusive.

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"> • Advising students enrolled in virtual classes • Distance learning • Engaging virtual teaching practices • Hybrid instruction • MassLINKS • Student recruitment for virtual classes • Student recruitment and retention in virtual programming 	<ul style="list-style-type: none"> • ABE reading • Assessments, assessment reports, formative assessment • Civics education, citizenship • College and career readiness • ESOL instruction at all levels • Family literacy • GED and HiSET preparation and testing • Integrated skills and strategies • MassReconnect • MassSTEPS • Math • Science • Writing 	<ul style="list-style-type: none"> • Administration • Advising • Advising and teaching younger students • AI • Anti-racism, diversity, equity and inclusion in ABE • Culturally responsive teaching • Current influx of immigrants in programs • Curriculum development • Data use to inform program decisions • Immigration issues and reform • Instructional software • Learning disabilities and learning differences • Practitioner enrichment • Public policy (state and federal) • Research • Resource development • Rural programs • Staff recruitment and retention • Student voices and roles in programs • Technology • Transitions to college • Trauma-informed teaching • Volunteers • Voter education and registration • WIOA's impact on program design and performance standards • Workforce development • Working conditions • Workplace education

WHAT YOU NEED TO KNOW BEFORE SUBMITTING A PROPOSAL

- **Submitting a proposal:** Please use the link provided for the proposal form, complete all required questions, and submit the form **by February 16**. Acceptance of the proposal will be sent via email **by February 21**. Information from the proposal form will be used to create the registration materials, workshop schedule grid and program book. We cannot guarantee that changes to presenters can be made in all materials.
- **Sessions:** All sessions are 90 minutes long and presenters are expected to have content for 90 minutes. Sessions are conducted *in-person* and will not be recorded. Requests for double sessions will be considered on a case-by-case basis, depending on other proposals submitted and scheduling limitations. Time slots are 8:45 a.m. to 10:15 a.m., 10:45 a.m. to 12:15 p.m., 1:30 p.m. to 3:00 p.m. and 3:15 to 4:45 p.m. and are subject to change.

- **Required Contact Person:** Whoever is listed as the contact person on the proposal form is responsible for sharing all conference-related information with co-presenters in a timely way. This information includes confirmation of the proposal's acceptance, assigned time slot, requests, and deadlines.
- **Registration and fee for presenters:** All presenters must register and are encouraged to attend other sessions and the Awards Luncheon. *Two presenters per workshop session receive free registrations. Additional presenters for the same workshop pay a discounted registration fee (\$135).* If there are more than two presenters, the presenters decide among themselves who uses the free registrations. Anyone participating in conducting a session, including a panelist, counts as a presenter.
- **Registration and fee for student presenters:** In addition to the free registrations provided to a maximum of two presenters per session, up to two student presenters per workshop session receive free registrations. Additional student presenters must still register and pay a discounted registration fee of \$25 per person. Anyone participating in conducting a session, including a panelist, counts as a presenter.
- **Session facilitator:** Each workshop session will have an assigned facilitator to ensure the presenters have what they need and help resolve any issues. Technical issues will be referred to the conference's Technology Team and the hotel staff, as needed. Facilitators will also close the session when the room reaches capacity, introduce the presenters, distribute, collect, and return session evaluations to the conference registration area.
- **Technology requirements:** Each room will be equipped with a projector, screen, and Wi-Fi internet (provided by the hotel). *MCAE urges you not to count on Wi-Fi for important parts of your presentation (e.g., accessing websites or playing video). Speed and connectivity cannot be consistently guaranteed in the presentation rooms and are not within MCAE's control.* As a back-up, download essential files or screenshots to your laptop and download your entire presentation to a flash drive. You can also bring your own Bluetooth or hotspot devices as a contingency. MCAE does not provide speakers, a wired internet connection or laptops for sessions, but will have a few emergency laptops available as backups if needed. Podium microphones will be provided in larger rooms.
- **Handouts:** In case the workshop session requires that participants have handouts in real time, presenters will be notified **by April 19** of the current registration count for their session to use as a guide. Please note that the actual number of attendees in your session on the day of the event may change and copying is not available onsite.
- **Sharing materials electronically:** Because attendees often request materials from sessions that they were unable to attend, we ask all presenters to provide electronic files of the handouts distributed during their presentation so they can be uploaded to the MCAE website following the conference. Presenters will be asked to notify MCAE, in writing, if they prefer not to do so.
- **Costs:** As a non-profit organization, MCAE is *not* able to reimburse presenters for any expenses, including travel or copying.

SUBMIT YOUR NETWORK 2024 WORKSHOP PROPOSAL: <https://forms.gle/qjUFi45zBFNH7vAZ7>

QUESTIONS: mcaenetwork@gmail.com