NETWORK CONFERENCE
MAY 5, 2027
(Wednesday)
Best Western Royal Plaza Hotel, Marlborough, MA

PRESENTER FAQ

Thank you for your interest in presenting a workshop at NETWORK 2027, MCAE's signature professional development event and one of the largest adult education conferences in the country.

If you have questions after reading the FAQ, please email mcaenetwork@gmail.com

IMPORTANT DEADLINES AND LINKS

DEADLINE FOR PROPOSAL SUBMISSION	**DECEMBER 4, 2026**
LINK TO SUBMIT WORKSHOP PROPOSAL FORM	https://forms.gle/CP3B3Bd8KYJmnhj17
NOTIFICATION OF PROPOSAL ACCEPTANCE	**JANUARY 4, 2027**
REGISTRATION DEADLINE (registration expected to open on March 1, 2027)	**APRIL 7, 2027**
NOTIFICATION OF # OF SESSION ATTENDEES FOR HANDOUTS	**APRIL 14, 2027**
NETWORK 2027	**MAY 5, 2027 (WEDNESDAY)**

WORKSHOP TOPICS

We are seeking workshops that reflect:

- the many innovations in the way we teach, learn, and deliver essential services in our 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
• 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	• 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 • Vocational ESOL • Writing	• Administration • Advising • Advising and teaching younger students • AI • Anti-racism, diversity, equity and inclusion • Assessing program performance • Culturally responsive teaching • Curriculum development • Data used to inform program decisions • Immigration issues and reform • Instructional software • Learning disabilities and learning differences • Practitioner enrichment • Programing in correctional facilities • Public policy (state and federal) • Research • Resource development • Rural programs • Staff recruitment and retention • Student retention • Student voices and roles in programs • Technology and digital literacy • Transitions to college • Trauma-informed teaching • Volunteers in programs • 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 December 4.** Acceptance of the proposal will be sent via email **by January 4.** Information from the proposal form will be used to create the registration materials, workshop schedule grid and program book. We cannot guarantee that late changes can be accommodated.

- **Session duration and schedule:** There are 4 session blocks. Sessions in blocks 1, 2 and 3 are 90 minutes long and presenters are expected to have content for 90 minutes. Sessions in block 4 at the end of the conference are 75 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., 2:00 p.m. to 3:30 p.m. and 3:45 to 5:00 p.m. and are subject to change. You can indicate your preferred time slot on the proposal submission form, and we will try our best to accommodate your request while we balance the program and other requests.

- **Required Contact Person:** Whoever is listed as the contact person on the proposal form is the **primary liaison with the event planners** and **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 once registration is open 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 ($150). 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 or student, counts as a presenter.

- **Registration and fee for student presenters:** In addition to the free registrations provided to a maximum of 2 presenters per session, up to 2 student presenters per workshop session receive free registrations. Additional student presenters must still register and pay a discounted registration fee of $50 per person to cover food expenses. Anyone participating in conducting a session, including a panelist, counts as a presenter.

- **Session liaison:** Each workshop session will have an assigned liaison on the day of the event 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. Liaisons will also close the session when the room reaches capacity, introduce the presenters, and make sure session evaluations are distributed and collected.

- **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 and speakers 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 14** 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 2027 WORKSHOP PROPOSAL: https://forms.gle/CP3B3Bd8KYJmnhj17
QUESTIONS: **mcaenetwork@gmail.com**