



Call for Presentations

Annually, hundreds of school leaders attend IASA's Annual Conference for the purpose of increasing their professional growth.

The Illinois Association of School Administrators (IASA) is soliciting breakout session proposals for the IASA Annual Conference, scheduled on September 27-29, 2017, at the President Abraham Lincoln Hotel by Double Tree and the Prairie Capital Convention Center in Springfield, IL. This is an opportunity to share your best practices on educational issues with your colleagues. Past sessions have addressed topics such as: assessments; technology; short-term borrowing solutions for schools; retirement planning for school professionals; violence prevention programs; curriculum alignment; hiring and evaluation of personnel; legal updates and school district reorganization. We look forward to reviewing what you have to offer!

Breakout sessions will be held from 8:00 a.m. to 5:00 p.m., Thursday, September 28, 2017 and 8:30 to 9:30 a.m., Friday, September 29, 2017.

Guidelines and Criteria:

- No more than two proposals per person will be considered.
- Speakers do not need to be IASA members in order to submit a presentation proposal; however, if a proposal is accepted for presentation, speakers will be required to pay the full conference registration fee if they are eligible for any class of IASA membership.
- IASA reserves the right to edit session titles and descriptions for marketing purposes.
- All breakout sessions have a moderator that will be assigned by IASA.
- Audio/visual equipment needs must be provided via this proposal. The standard audio/visual equipment provided by IASA includes LCD projector, screen, podium, and a microphone. Computers, internet connections, or other audio/visual equipment will be at the cost of the presenter. There are no exceptions.
- Presenters will be required to provide an electronic copy of their handouts three weeks prior to the conference. There are no exceptions.
- Presenters will be responsible for providing the handouts for the attendees.
- All presentations must adhere to copyright laws.
- Presentations accepted by IASA may not be altered or changed without approval.
- IASA reserves the right to record sessions and make those audio and/or video recordings, available to its members. Likewise, photos will be taken for inclusion on the IASA website. By returning the proposal form, you and the other presenters listed, agree to be recorded.
- IASA will not pay an honorarium, speaker fees or travel expenses.
- Please note that proposals constituting sales promotions for products or services will not be considered (proposals submitted by vendors).

*To submit a proposal for a breakout session,
please complete the following form.*

**IASA Annual Conference – Proposal Form
President Abraham Lincoln Hotel by Double Tree and
the Prairie Capital Convention Center - Springfield, Illinois**

Name of Individual Submitting Proposal _____

Telephone and Email Address _____

Presentation Description

Title _____

Learning Objectives – (“At the end of my presentation, participants will be able to . . .”)

1. _____

2. _____

3. _____

Provide a 100 word or less description of your presentation. This description will be used for the conference program. Note: IASA reserves the right to edit the program description.

Have you made this presentation before? _____ Yes _____ No

If yes, where/when? _____

Presenter Information

Provide the name and contact information for each presenter. Please do not list individuals as presenters unless you've secured their availability to present. **Each panel is limited to no more than three presenters.**

Main Presenter

Name and Title _____

School District/Organization _____

Mailing Address _____

Telephone and Fax _____

Email Address _____

Co-Presenter

Name and Title _____

School District/Organization _____

Mailing Address _____

Telephone and Fax _____

Email Address _____

Co-Presenter

Name and Title _____

School District/Organization _____

Mailing Address _____

Telephone and Fax _____

Email Address _____

Moderator – Moderators introduce the speakers and monitor the session; they also greet attendees as they enter the session and distribute handouts. IASA will appoint the moderator.

Audio Visual Equipment Needs: The standard audio/visual equipment provided by IASA includes a LCD projector, screen, podium, and a microphone. Computers, internet connections, or other audio/visual equipment will be at the cost of the presenter.

_____ Internet Access (You are responsible for this cost.)

_____ Other (please specify) _____

_____ Not sure at this time, contact me later to confirm

I understand that the Illinois Association of School Administrators may record this session and make those audio and/or video recordings, available to its members. Likewise, photos will be taken for inclusion on the IASA website. By returning the proposal form, you and the other presenters listed, agree to be recorded.

Sign Here

- **Please note that proposals constituting sales promotions for products or services will not be considered (proposals submitted by vendors).**
- **If a proposal is accepted for presentation, speakers will be required to pay the full conference registration fee if they are eligible for any class of IASA membership.**
- **IASA reserves the right to record sessions and make those audio and/or video recordings, available to its members.**

Key Dates:

Submission Deadline: May 12, 2017

Presenters Notified: Mid-July 2017

Return by Friday, May 12, 2017 to:

Jodi Gillespie, Panel Coordinator
Illinois Association of School Administrators
2648 Beechler Court
Springfield, IL 62703-7305
Fax: 217/753-2240 or jgillespie@iasaedu.org