

# 12 NPEA Annual Conference April 15-17, 2020 BOSTON

2020 NPEA Conference: Session Proposal Application

Proposal Guidelines: Overview, Description, and Expectations

## *Reaching Out and Rising Up: Forging Ahead for Student Success*

The National Partnership for Educational Access (NPEA) is seeking exceptional workshop submissions and Spark Session ideas for our 12th annual NPEA Conference. Featuring more than 30 workshops, 8 Spark Session presentations (new in 2020!), three keynotes, two receptions, and ample time for networking, the conference is a valuable opportunity for those in the field of educational access to come together and share best practices for supporting underserved students on the path to and through college. The conference will be held April 15-17, 2020 at the Royal Sonesta Boston Hotel in Cambridge, MA.

Presenting at the NPEA Conference is a unique opportunity to showcase your best practices and expertise to a national audience of educators, including nonprofits, schools, and colleges, all committed to increasing access and success for underserved students across the country. It's also an opportunity to pose challenges, share ideas, and seek valuable input from others who are deeply involved in and committed to the education access field. Each year, we receive more proposals than we have space available in our agenda. Each proposal is carefully considered and discussed with a committee of reviewers; sessions are then selected according to several criteria and with an eye towards creating a robust, diverse conference agenda that will appeal to the range of participants who attend.

**PLEASE NOTE: *We are pleased to offer all accepted presenters a reduced registration fee of \$495 for NPEA member presenters and \$680 for non-member presenters to attend the full conference. Unfortunately, NPEA is unable to reimburse for travel, provide speaker honorariums, or offer***

***complimentary or further discounted conference registrations for presenters. Please submit your session proposal with the understanding that you and any co-presenters will be required to pay the appropriate presenter fee(s), and discuss this with all presenters included in your proposal. Thank you!***

**Resources for this Application:**

To view a PDF of the full session proposal form prior to submitting your application, please [click here](#).

Please review a [Cheat Sheet/FAQ](#) that outlines suggested topics and categories, as well as frequently asked questions from former presenters, prior to completing this application.

To learn more about the Spark Session opportunity, new to the agenda this year, please [click here](#).

**DEADLINE FOR SUBMISSIONS: Friday, September 27, 2019.**

***Please note:*** All proposals **MUST** be submitted online via the [SurveyMonkey form](#). Mailed, hard-copy, or emailed versions of the PDF will **NOT** be accepted.

Questions? Please contact Carrie Tate, Associate Director of NPEA, at [ctate@tsf.org](mailto:ctate@tsf.org) or (617) 423-6300 x228.



# 12 NPEA Annual Conference April 15-17, 2020 BOSTON

2020 NPEA Conference: Session Proposal Application

## Conference Theme and Overview

### Conference Theme and Description:

#### *Reaching Out and Rising Up: Forging Ahead for Student Success*

The past two NPEA conferences have called attendees to stand together and raise our voices for underserved students in an increasingly challenging climate. We have looked to each other to elevate our work, empower students, and deepen our commitment to dismantling systems of inequity. While our collective efforts have undoubtedly strengthened the field of education, we find students across the country continue to face many of the same challenges.

As we look ahead to 2020 and NPEA's 12th annual conference, we ask attendees to **reach out** -- to our students, to each other, to our communities -- and to **rise up** together and persist in the pursuit of progress. As a community, we can transform the future of access, equity, and opportunity for the students we serve today and those we'll serve tomorrow. Together, we will engage in thoughtful conversation and learning opportunities around issues of student well-being and mental health, intersectional identity, race and equity, diversity and inclusion, social justice, and more. We will look holistically at the student experience throughout the K-16+ journey, and envision how we can make changes that will help students not only access opportunity but move onward and upward to thrive on their unique educational journeys.

# 12 NPEA Annual Conference April 15-17, 2020 BOSTON

2020 NPEA Conference: Session Proposal Application

Session Topics - Proposals should fall within one or more of the following categories.

**Please review this list of suggested topics and ideas.**

- **Collaboration and Partnerships:** These sessions will feature successful and innovative partnerships between/among CBOs, schools, and colleges/universities. These collaborations will model working together as a field and share metrics for measuring success as well as replicable strategies and practices.
- **Colleges and Universities:** These sessions will offer emerging practices related to supporting students transitioning to and persisting through college and beyond.
- **Data & Evaluation:** These sessions will address current research, data, methods of evaluation, and policy in the field, as well as practical tips, tools, and lessons learned about best practices for measuring and communicating impact.
- **Diversity, Equity, and Inclusion:** These sessions will address issues of diversity, equity, and inclusion in organizational and institutional settings, and will cover topics such as racial or gender equity, intersectionality, socio-economic diversity, systemic inequities, creating inclusive environments, culturally-relevant and responsive pedagogy, and more.
- **Elementary and Middle Grades:** These sessions will offer innovative and emerging best practices for supporting underrepresented and underserved students in K-8 on the path to college, including reaching lower- and middle-achieving students.
- **Financing Higher Education:** These sessions will address the rising cost of higher education and how attendees can best support students and families as they navigate the complex world of the FAFSA, college savings, loans, gap funding, student debt, and more.
- **Lower- and Middle-Achievers:** These sessions will address the unique challenges and opportunities around recruiting and supporting lower- and middle-achieving students on the path to and through college.
- **Management, Leadership, and Executive-Level Decision-Making:** These sessions will share

strategies that nonprofit and school leaders can use to drive, manage, and grow programs and initiatives, such as staff recruitment and retention, office culture, administrative policies, fundraising, self-care, board management, and more.

- **Program/Student Services:** These sessions will offer resources for building, implementing, refining, and/or sustaining programming and student services within an organization or school setting.
- **Social-Emotional Learning, Student Mental Health and Well-Being:** These sessions will address research and practices around social-emotional learning, non-cognitive skill development, identity and character growth, and non-academic factors in student success.

# 12 NPEA Annual Conference April 15-17, 2020 BOSTON

2020 NPEA Conference: Session Proposal Application

## Session Types

The NPEA conference offers sessions on a range of topics addressing the needs and interests of our diverse audience. We encourage proposals that are focused on best practices, while remaining relevant to the conference theme and demonstrating and interest in learning from those who are committed to dismantling systems of inequity.

NPEA is interested in hearing varying perspectives from all those representing the educational access and success field, including school- and non-school-based direct service programs; independent, public, and charter schools; colleges and universities; other education nonprofits; funders; and more.

### Workshop Sessions: (75 minutes)

- Conference workshop sessions are interactive and engaging, and offer best practices that can be applied when attendees return to their program/school settings.
- While not required, NPEA strongly encourages proposals that feature multiple presenters, especially those that represent multiple perspectives and difference organizations, schools, and/or institutions.

We will have approximately 32 available workshop session slots in the conference agenda, with 8 concurrent offerings across 4 timeslots on Thursday, April 16 and Friday, April 17.

We encourage you to view the [2019 Conference program](#) to see examples of past workshops.

NEW THIS YEAR -- please review [this overview](#)

### Spark Sessions: (60 minutes, shared)

- Every Spark Session will feature 3+ presenters, with each session centered around a related

theme. Individual presenters will speak for 7-10 minutes in turn, followed by 15-20 minutes of group discussion facilitated by a session monitor.

- Presenters are encouraged to share an innovative idea, challenge, or question with the group that will inspire discussion.
- Interested presenters should submit a proposal for a 7-10 minute slot *within* a Spark Session.

***\*NPEA will coordinate groups of 3 presenters during the review and selection process; you are not responsible for finding and/or submitting with a group of 3.***

If you are interested in submitting a Spark Session proposal, please review this [brief overview](#) for additional details and an overview of the Session structure, logistics, and tips/advice for presenters.

We will offer a one-hour timeslot on Friday, April 17 during which 8 Spark Sessions will take place.

**Please complete this online form by September 27, 2019.** Please note: *We will not accept emailed, mailed, faxed, or handwritten proposals.*

You will be notified of the review committee's decision in late-November 2019.

\* 1. I am submitting a proposal for a:

- Workshop Session (75 minutes)
- Spark Session (7-10 minute presentation, part of a 60-minute block) - ***NEW SESSION TYPE! Learn more here.***

# 12 NPEA Annual Conference April 15-17, 2020 BOSTON

2020 NPEA Conference: Session Proposal Application

## Workshop and Presenter Expectations

The NPEA conference is known for sessions that present relevant and timely information with practical application. Workshops provide attendees with tangible tools and best practices they can bring back to their organizations and schools that will improve programming and services.

*PLEASE NOTE: Workshops that simply describe or promote a program model or product absent a broader context will not be considered.*

The 2020 conference will provide ample opportunities for active learning and engaging with other attendees leading up to, throughout, and following the conference. Participants will arrive ready to learn and will leave with actionable information and a sense of community that extends well beyond the conference.

Proposals will be reviewed by members of the 2020 Conference Planning Committee. The committee will consider the following:

- **Relevance:** Is the topic highly relevant to the educational access field, the conference theme, and our audience?
- **Clarity:** Does the description give a clear, concise picture of what the presentation will include?
- **Objectives:** Are the objectives clear and can they be met realistically in the time allowed?
- **Active Learning:** Will the workshop provide hands-on takeaways?
- **Delivery:** Do proposed presentation delivery methods employ effective techniques for adult learning?
- **Engagement:** Does the presentation provide sufficient opportunities for audience engagement and Q&A?
- **Applicability:** Can the workshop information be applied in a variety of programs and settings?
- **Completion:** Is the proposal well-written and complete? Does it demonstrate correct spelling and grammar?
- **Guiding Questions:** Does the proposal include thoughtful and relevant questions that could be shared with attendees to guide their decision to attend?

**For the 2020 Conference, we will build upon the success of the 2018 and 2019 active learning models to provide ample opportunities for learning leading up to, throughout, and following the conference.**

If you have not been to an NPEA conference in the past two years, we encourage and strongly recommend you view this [brief 5-minute video](#) to learn more about what this means and how, should your proposal be accepted, you can incorporate active learning leading up to, during, and after your presentation. To view the video recording, you will need to enter your name and email address.

# 12 NPEA Annual Conference April 15-17, 2020 BOSTON

2020 NPEA Conference: Session Proposal Application

## Presenter Expectations

**By submitting a proposal to NPEA, I understand that, if accepted:**

- I, along with my co-presenters, must register for the conference and pay the reduced conference presenter rate of \$495 per NPEA member presenter, \$680 per non-member presenter, or \$200 per student presenter by January 17, 2020. Complimentary or further discounted registrations are not available for workshop presenters even if the presenter does not plan to attend other conference offerings.
- I am responsible for my travel and hotel expenses and I have communicated the costs to my program or school.
- A submission of a proposal implies a commitment to deliver the presentation as outlined in the proposal.
- My proposal demonstrates a commitment to active learning by providing takeaways that attendees can bring back to their work in a variety of professional and education settings.
- All materials for my presentation must be submitted to NPEA by the established deadlines.
- My handouts and presentation must match the accepted proposal.
- I am responsible for bringing my own laptop and adaptors for my presentation.
- A projector, screen, and speaking podium will be provided, and I will plan my presentation accordingly.
- Any presentation materials or photos taken of me and/or my session during the conference may be used on the NPEA website or in marketing materials.
- NPEA may promote my workshop presentation on social media (including Twitter, Facebook, and LinkedIn) leading up to, during, and after the conference.
- I agree to participate in a brief workshop presenter orientation virtual meeting/call with the NPEA staff to review presenter expectations, guidelines, and tips.

**What NPEA Provides:**

- Theater-style setup of chairs in a breakout room with a projector, LCD screen, and speaking podium. *Due to the quick turnaround time between workshop sessions and hotel banquet fees, we are generally unable to accommodate room setups other than theater style. Please let us know if you have any questions about this. Upon special request and with advanced notice, we are occasionally able to make exceptions (e.g., rooms set in rounds), though we cannot guarantee our ability to meet these requests. All presenters should submit proposals keeping this in mind.*

**What NPEA Does Not Provide:**

- Laptop, adaptor cords for most laptop-projector connections, internet access\*, speakers/audio for presentation\*, flipchart paper and easel\*.
- Most breakout rooms will not require microphones; we will provide microphones at our discretion where necessary.

\*Available for purchase from hotel A/V – please inquire if selected to present.

# 12 NPEA Annual Conference April 15-17, 2020 BOSTON

2020 NPEA Conference: Session Proposal Application

Spark Session Application

## About the Spark Sessions:

This year, in addition to our traditional workshop sessions, we are seeking individuals interested in presenting an innovative idea, a unique challenge, or an inspiring story that speaks to this year's theme of reaching out, rising up, and forging ahead for student success.

**An Innovative Idea:** *Some of the obstacles in the field of educational access have remained unchanged, and in many cases have heightened in the current climate. Spark Sessions are the perfect stage for showcasing solutions that you have found that break new ground or remove some of these obstacles.*

**A Unique Challenge:** *Not all problems have solutions - yet. What questions or ideas are you grappling with where you could use the perspective of others navigating this space? Spark Sessions allow conference attendees a platform to share some of the struggles they have encountered in their work and solicit ideas from others in the field.*

**An Inspiring Story:** *Sometimes, all it can take to start a great discussion is a great story. Is there a time where you or your organization were inspired by a student or a colleague? A Spark Session is a great place to share one of these stories, either to motivate others or prompt discussions about the field of educational access.*

Spark Session presentations should be scripted, rehearsed 7-10 minute remarks that may or may not use accompanying visuals. With limited time, this presentation style is an opportunity to dive immediately into your remarks, foregoing context and background to get right to the heart of your idea, challenge, or story.

**Logistics:**

There is no need to seek partners for your Spark Session - NPEA will group presenters thematically based on the proposals received, at which point you will be assigned to the first, second, or third slot in your session. Presentations will be timed and cut off at 10 minutes, with a facilitated "sit and think" minute between each, and moderated discussion with guided questions will follow after all three presentations have taken place.

\* 2. Your First & Last Name:

\* 3. Your Organization/School Name:

\* 4. Your Job Title:

\* 5. Your Work Phone:

\* 6. Your Work Email:

# 12 NPEA Annual Conference April 15-17, 2020 BOSTON

2020 NPEA Conference: Session Proposal Application

Spark Session Information:

\* 7.

**Spark Session Category:** Please select the primary category most relevant to your Spark Session presentation. If your proposal falls into more than one category and/or something other than those listed here, please use the comment box below to describe.

*As a reminder, please [click here](#) to review the list of suggested topics within each of these categories prior to submitting your proposal.*

- Collaboration and Partnerships:** These sessions will touch upon successful and innovative partnerships between/among CBOs, schools, and colleges/universities.
- Colleges and Universities:** These sessions will touch upon students transitioning to and persisting through college and beyond.
- Data & Evaluation:** These sessions will address lessons learned about measuring and communicating impact.
- Diversity, Equity, and Inclusion:** These sessions will address issues of diversity, equity, and inclusion in organizational and institutional settings, and will cover topics such as racial or gender equity, intersectionality, socio-economic diversity, systemic inequities, creating inclusive environments, culturally-relevant and responsive pedagogy, and more.
- Elementary and Middle Grades:** These sessions will touch upon supporting underrepresented and underserved students in K-8 on the path to college.
- Financing Higher Education:** These sessions will address the rising cost of higher education and how attendees can best support students and families as they navigate the complex world of the FAFSA, college savings, loans, gap funding, student debt, and more.
- Lower- and Middle-Achievers:** These sessions will address the unique challenges and opportunities around recruiting and supporting lower- and middle-achieving students on the path to and through college.
- Management, Leadership, and Executive-Level Decision-Making:** These sessions will address how nonprofit and school leaders can drive, manage, and grow programs and initiatives, and may touch upon staff recruitment and retention, office culture, administrative policies, fundraising, self-care, board management, and more.
- Program/Student Services:** These sessions will offer ideas around building, implementing, refining, and/or sustaining programming and student services within an organization or school setting.
- Social-Emotional Learning, Student Mental Health and Well-Being:** These sessions will address social-emotional learning, non-cognitive skill development, identity and character growth, and non-academic factors in student success.
- Other** (please check this box AND specify below with as much detail as possible)

If your Spark Session topic falls into a category not represented above, but it still relates to equity and access for underrepresented students, please explain below with as much detail as possible:

# 12 NPEA Annual Conference April 15-17, 2020 BOSTON

2020 NPEA Conference: Session Proposal Application

Spark Sessions: Overview and Outline

\* 8. I have (check all that apply):

- An innovative idea or solution to share
- A unique challenge to pose
- An inspiring story to tell
- Other (please specify)

\* 9. **Spark Session Topic/Title:**

\* 10. Please provide a brief description (150 words) of what you hope to share (innovative idea, a unique challenge, or an inspiring story that speaks to this year's theme). *Please note: if selected, this is what we will include in our registration site and program.* NPEA reserves the right to edit your description for consistency and according to allotted space in the conference program.

**Looking for inspiration? Things to consider:**

What keeps you up at night in your work? What challenge are you facing, and what are you doing about it? What do you want people to know or remember or do about it?

\* 11. **Description of the content and purpose of your presentation:** *What ideas, challenges, or stories will be addressed? What themes and topics do you hope to touch upon? Please be as detailed as possible.*

\* 12.

**Outline: Please provide an overview of how you plan to use your 7-10 minutes. Remember, there is no standard format you must follow, and visuals are not required. Presentations will go by QUICKLY, so they should be thoughtfully prepared, intentionally concise, and to-the-point.**



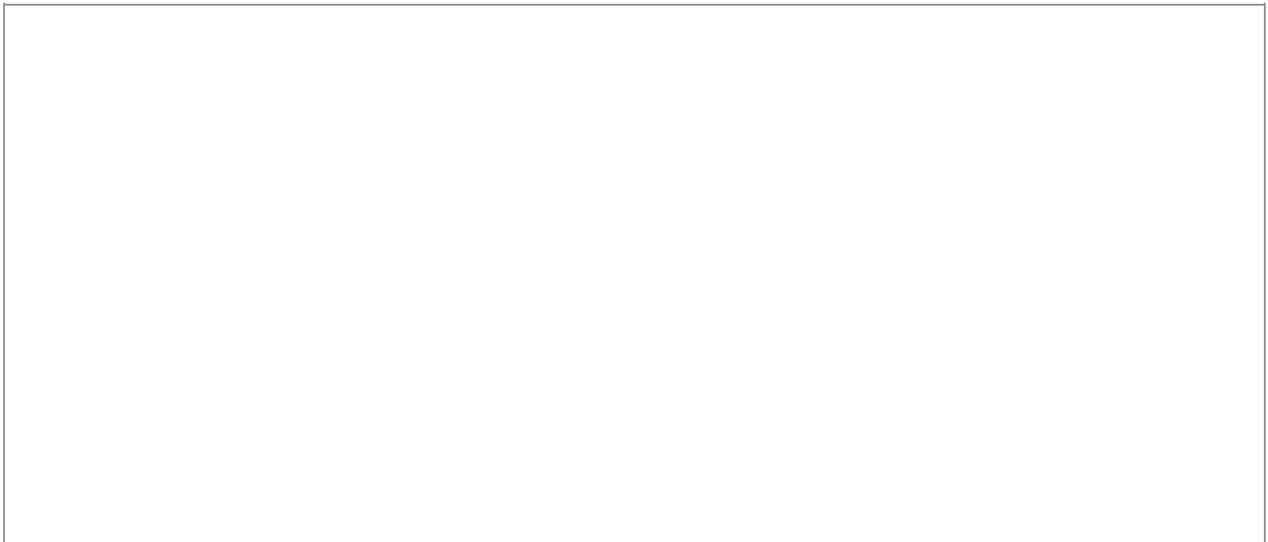
The past two NPEA conferences have called attendees to stand together and raise our voices for underserved students in an increasingly challenging climate. We have looked to each other to elevate our work, empower students, and deepen our commitment to dismantling systems of inequity. While our collective efforts have undoubtedly strengthened the field of education, we find students across the country continue to face many of the same challenges.

As we look ahead to 2020 and NPEA's 12th annual conference, we ask attendees to reach out -- to our students, to each other, to our communities -- and to rise up together and persist in the pursuit of progress. As a community, we can transform the future of access, equity, and opportunity for the students we serve today and those we'll serve tomorrow.

\* 13. **Connection to the theme:** *Please describe how your Spark Session presentation will address the theme, Reaching Out and Rising Up: Forging ahead for Student Success*



\* 14. **Key takeaways and goals for the audience:** *What do you want attendees to have learned or be thinking about when you're done? Do you have a call to action for the group? Are you seeking ideas, input, or reflections?*



\* 15. **Guiding Questions:** *What 1-2 questions do you hope the group will discuss/debrief together or in small groups after your presentation?*

A large, empty rectangular box with a thin black border, intended for the student to write their 1-2 guiding questions for group discussion or debriefing after the presentation.

# 12 NPEA Annual Conference April 15-17, 2020 BOSTON

2020 NPEA Conference: Session Proposal Application

Spark Session Presenter Contact Information and Expectations Agreement

\* 16. Presenter contact information:

<b>First and Last Name</b>	<input type="text"/>
<b>Organization/School</b>	<input type="text"/>
<b>Job Title(s)</b>	<input type="text"/>
<b>Business Address</b>	<input type="text"/>
<b>City</b>	<input type="text"/>
<b>State/Province</b>	<input type="text" value="-- select state --"/>
<b>ZIP/Postal Code</b>	<input type="text"/>
<b>Business Email</b>	<input type="text"/>
<b>Business Phone</b>	<input type="text"/>

17. *If applicable*, please provide your organization/school's Twitter handle:

**Presenter Bio:** Presenter biographies are **limited to three sentences in length** and should include the following: one sentence with current professional information, one sentence with previous professional position, and one sentence with educational background.

For example: *Jane Smith is the Program Director for Helping Students Soar in Wonderful Town, Pennsylvania. She previously served as a program assistant at A Great Start in Faraway, Massachusetts. Jane has a bachelor's degree in history and education from State University.*

NPEA reserves the right to edit bios if they do not meet the required length and/or style.

**Please note:** BIOS WILL NOT BE INCLUDED IN THE CONFERENCE PROGRAM but will be listed in a downloadable PDF on our website.

\* 18. Spark Presenter Bio:

\* 19. What are your preferred pronouns?

- He/him/his
- She/her/hers
- They/their/theirs
- Prefer not to provide
- Other (please specify)

\* 20. Are you an NPEA Member?

- Yes
- No
- Not sure

If yes, what type of member are you? (Organizational, Umbrella/Affiliate, Supporting Institution, Supporting Member, Supporting Individual)

\* 21. I understand that, if accepted, I must pay the discounted presenter registration fee of \$495 per NPEA member, \$680 per non-member, or \$200 per student.

- Yes, I understand.

\* 22. By submitting a Spark Session proposal to NPEA, I understand that, if accepted: (All fields must be checked.)

- I must register for the conference and pay the reduced conference presenter rate of \$495 per NPEA member, \$680 per non-member, or \$200 per student by January 17, 2020. I understand complimentary or further discounted registrations are not available for presenters even if the presenter does not plan to attend other conference offerings.
- I am responsible for any travel and hotel expenses and I have communicated the costs to my program or school.
- A submission of a proposal implies a commitment to deliver the presentation.
- If accepted, I agree to prepare and rehearse my presentation to take place during the allotted 7-10 minutes.
- If I plan to use any visuals, I am responsible for bringing my own laptop and projection adaptors.
- A projector, screen, and speaking podium will be provided in each room, and I understand rooms WILL NOT be equipped with microphones.
- Any presentation materials or photos taken of me and/or my session during the conference may be used on the NPEA website or in marketing materials.
- NPEA may promote my Spark Session on social media (including Twitter, Facebook, and LinkedIn) leading up to, during, and after the conference.
- I agree to participate in a brief Spark Session presenter orientation virtual meeting/call with the NPEA staff to review presenter expectations, guidelines, and tips.

\* 23. Please type your full name and date (MM/DD/YYYY) in the space below to confirm you have read and agree to the above proposal submission expectations:

24. If you are not a member, would you like information on becoming a member?

- Yes
- No

# 12 NPEA Annual Conference April 15-17, 2020 BOSTON

2020 NPEA Conference: Session Proposal Application

Workshop Proposal Application

**Please complete this online form by September 27, 2019.** Please note: *We will not accept emailed, mailed, faxed, or handwritten proposals.*

You will be notified of the review committee's decision in late-November 2019.

**Please provide information for a main point of contact for this workshop proposal submission:**

\* 25. Name of Person Completing This Form (First and Last):

\* 26. Your Organization/School Name:

\* 27. Your Job Title:

\* 28. Your Work Phone:

\* 29. Your Work Email:

# 12 NPEA Annual Conference April 15-17, 2020 BOSTON

2020 NPEA Conference: Session Proposal Application

Workshop Information

\* 30.

**Workshop Category:** Please select the *primary category most relevant* to your workshop. If your proposal falls into more than one category and/or something other than those listed here, please use the comment box below to describe.

*As a reminder, please [click here](#) to review the list of **suggested ideas and topics** within each of these categories prior to submitting your proposal.*

- Collaboration and Partnerships:** These sessions will feature successful and innovative partnerships between/among CBOs, schools, and colleges/universities. These collaborations will model working together as a field and share metrics for measuring success as well as replicable strategies and practices.
- Colleges and Universities:** These sessions will offer emerging practices related to supporting students transitioning to and persisting through college and beyond.
- Data & Evaluation:** These sessions will address current research, data, methods of evaluation, and policy in the field, as well as practical tips, tools, and lessons learned about best practices for measuring and communicating impact, and ensuring all aspects of data and evaluation are looked and implemented through a diversity, equity, and inclusion lens.
- Diversity, Equity, and Inclusion:** These sessions will address issues of diversity, equity, and inclusion in organizational and institutional settings, and will cover topics such as racial or gender equity, intersectionality, socio-economic diversity, systemic inequities, creating inclusive environments, culturally-relevant and responsive pedagogy, and more.
- Elementary and Middle Grades:** These sessions will offer innovative and emerging best practices for supporting underrepresented and underserved students in K-8 on the path to college.
- Financing Higher Education:** These sessions will address the rising cost of higher education and how attendees can best support students and families as they navigate the complex world of the FAFSA, college savings, loans, gap funding, student debt, and more.
- Lower- and Middle-Achievers:** These sessions will address the unique challenges and opportunities around recruiting and supporting lower- and middle-achieving students on the path to and through college.
- Management, Leadership, and Executive-Level Decision-Making:** These sessions will share strategies that nonprofit and school leaders can use to drive, manage, and grow programs and initiatives, such as staff recruitment and retention, staff growth and development, office culture, administrative policies, fundraising, self-care, board management, and more.
- Program/Student Services:** These sessions will offer resources for building, implementing, refining, and/or sustaining programming and student services within an organization or school setting.
- Social-Emotional Learning, Student Mental Health and Well-Being:** These sessions will address research and practices around social-emotional learning, non-cognitive skill development, identity and character growth, and non-academic factors in student success.
- Other** (please check this box AND specify below with as much detail as possible)

If your workshop falls into a category not represented above, but it still relates to equity and access for underrepresented students, please explain below with as much detail as possible:

# 12 NPEA Annual Conference April 15-17, 2020 BOSTON

2020 NPEA Conference: Session Proposal Application

Workshop Sessions: Overview and Outline

\* 31. **Workshop Title:**

\* 32. Please provide a short workshop description of no more than 150 words that we can include in the conference program. *Please note: if selected, this is what we will include as your workshop description when attendees register for the conference.* NPEA reserves the right to edit your description for consistency and according to allotted space in the conference program.

**Workshop Session Overview, Outline, and Details:** Please provide a detailed outline by answering the questions that follow, and please be as detailed as possible. You must describe how you will engage the audience and build in sufficient time for questions and answers. (4,000 character limit per each section, spaces included).

\* 33. **Description of the content:** *What specific information will be covered in the presentation? What topics, ideas, themes, and/or resources will be addressed? Please be as detailed as possible.*

\* 34.

**Workshop goals:** *What do you hope to accomplish in the workshop? Please list and number your intended outcomes and how you hope to achieve them.*

\* 35. **Learning objectives or key takeaways for the audience:** *What lessons will the audience learn from your session? Will they leave with any concrete tools or resources? What practical tips and ideas will they take away from your session that they might implement when they return to work? Please provide 3-5 specific examples.*

\* 36. **Workshop structure:** *How will you structure your presentation? Will you have a panel vs. primary presenter, small group discussion, interactive activity, video component, etc.? How and when you will address Q&A? Please provide an overview of the general structure of your workshop along with a specific breakdown of timing (75 min.) for the workshop. Please provide as much detail as possible.*

\* 37. **Engaging the audience:** *All workshops must include an interactive component, whether that takes the form of small group discussion, an activity, facilitated conversations, working session, or other approach. What specific strategies, methods, and/or activities will you use to engage the audience?*

*Please feel free to reference and expand upon information you provided in previous responses.*

\* 38. **Active learning:** *How, specifically, will the best practices you present and/or resources and takeaways you provide in your workshop be applicable in multiple settings? Imagine you are from a program completely different than your own. How will others be able to use information from your workshop in their own work?*

*For example, what do you hope a program/organization practitioner would walk away with from your session? What would a higher education professional take away in transferable skills? A middle/high school administrator? An executive director or other senior leader? Please consider and share how your presentation will benefit multiple audiences.*

The past two NPEA conferences have called attendees to stand together and raise our voices for underserved students in an increasingly challenging climate. We have looked to each other to elevate our work, empower students, and deepen our commitment to dismantling systems of inequity. While our collective efforts have undoubtedly strengthened the field of education, we find students across the country continue to face many of the same challenges.

As we look ahead to 2020 and NPEA's 12th annual conference, we ask attendees to reach out -- to our students, to each other, to our communities -- and to rise up together and persist in the pursuit of progress. As a community, we can transform the future of access, equity, and opportunity for the students we serve today and those we'll serve tomorrow.

\* 39. Connection to the theme: *Please describe how your session will address the theme, Reaching Out and Rising Up: Forging Ahead for Student Success.*

\* 40. NEW Guiding questions: Please provide 2-3 thoughtful and relevant questions that could be shared with attendees to guide their decision to attend this workshop session. These questions should speak to the goals and intended outcomes, as well as the content you hope to address with attendees.

# 12 NPEA Annual Conference April 15-17, 2020 BOSTON

2020 NPEA Conference: Session Proposal Application

## Additional Information

\* 41. Have you presented at conferences before?

Yes

No

If yes, which ones?

\* 42. Have you presented this specific workshop before?

Yes

No

If yes, please list the conference name(s) and year(s):

\* 43. Who is the intended audience for your session? *(Please check all that apply.)*

- Executive Directors
- Program Directors/Managers
- Program Staff/Associates
- School Personnel (independent, public, or charter school, college or university)
- Community Partners
- Educators
- Funders
- Other (click here and specify below)

Other (please specify)

\* 44. What is/are the appropriate audience skill level(s) for your workshop session?

- Beginner:** Professional with 0-2 years of experience in the field.
- Intermediate:** Professionals with 3-5 years of experience.
- Advanced:** Professionals with 6-9 years of experience.
- Expert:** Professionals with 10+ years of experience.

# 12 NPEA Annual Conference April 15-17, 2020 BOSTON

2020 NPEA Conference: Session Proposal Application

## Primary Presenter Contact Information and Expectations Agreement

The information below will be requested of the primary presenter and each additional presenter to be included in the workshop presentation. Please have this information ready and available for all presenters when you submit this form.

**Please note:** If you plan to involve students in your presentation, please be sure to refer to the [presenter FAQs](#) for information regarding student rates.

\* 45. Primary presenter contact information:

First and Last Name	<input type="text"/>
Organization/School	<input type="text"/>
Job Title(s)	<input type="text"/>
Business Address	<input type="text"/>
City	<input type="text"/>
State/Province	<input type="text" value="-- select state --"/>
ZIP/Postal Code	<input type="text"/>
Business Email	<input type="text"/>
Business Phone	<input type="text"/>

46. If applicable, please provide your organization/school's Twitter handle:

**Presenter Bio:** Presenter biographies are **limited to three sentences in length** and should include the following: one sentence with current professional information, one sentence with previous professional position, and one sentence with educational background.

*For example: Jane Smith is the Program Director for Helping Students Soar in Wonderful Town, Pennsylvania. She previously served as a program assistant at A Great Start in Faraway, Massachusetts. Jane has a bachelor's degree in history and education from State University.*

NPEA reserves the right to edit bios if they do not meet the required length and/or style.

**Please note:** BIOS WILL NOT BE INCLUDED IN THE CONFERENCE PROGRAM but will be listed in a downloadable PDF on our website.

\* 47. Primary Presenter Bio:

\* 48. What are your preferred pronouns?

- He/him/his
- She/her/hers
- They/their/theirs
- Prefer not to provide
- Other (please specify)

\* 49. Are you an NPEA Member?

- Yes
- No
- Not sure

If yes, what type of member are you? (Organizational, Umbrella/Affiliate, Supporting Institution, Supporting Member, Supporting Individual)

\* 50. I understand that, if accepted, I (and any co-presenters) must pay the discounted presenter registration fee of \$495 per NPEA member presenter, \$680 per non-member presenter, or \$200 per student presenter.

Yes, I understand.

\* 51. By submitting a proposal to NPEA, I understand that, if accepted: (All fields must be checked.)

I, along with my co-presenters, must register for the conference and pay the reduced conference presenter rate of \$495 per NPEA member or \$680 per non-member by January 17, 2020. Complimentary or further discounted registrations are not available for presenters even if the presenter does not plan to attend other conference offerings.

I am responsible for my travel and hotel expenses and I have communicated the costs to my program or school.

A submission of a proposal implies a commitment to deliver the presentation as outlined in the proposal.

My proposal demonstrates a commitment to active learning by providing takeaways that attendees can bring back to their work in a variety of professional and education settings.

All materials for my presentation must be submitted to NPEA by the established deadlines.

My handouts and presentation must match the accepted proposal.

I am responsible for bringing my own laptop and adaptors for my presentation.

A projector, screen, and speaking podium will be provided, and I will plan my presentation accordingly. (Rooms will not be equipped with microphones; please inquire about A/V pricing should you wish to have a microphone for your presentation.)

Any presentation materials or photos taken of me and/or my session during the conference may be used on the NPEA website or in marketing materials.

NPEA may promote my workshop presentation on social media (including Twitter, Facebook, and LinkedIn) leading up to, during, and after the conference.

I agree to participate in a brief workshop presenter orientation virtual meeting/call with the NPEA staff to review presenter expectations, guidelines, and tips.

\* 52. Please type your full name and date (MM/DD/YYYY) in the space below to confirm you have read and agree to the above proposal submission expectations:

**PLEASE NOTE:** This workshop application form will not allow you to proceed without acknowledging you have informed any/all additional presenters about the presenter expectations, including the requirement to register for the conference at the reduced presenter fee rate of \$495 per NPEA member presenter, \$680 per non-member presenter, or \$200 per student presenter. Please communicate expectations and costs with your co-presenters before submitting this proposal.

53. If you are not a member, would you like information on becoming a member?

Yes

No

\* 54. Do you have any additional presenter(s)?

Yes

No

# 12 NPEA Annual Conference April 15-17, 2020 BOSTON

2020 NPEA Conference: Session Proposal Application

## Presenter 2

\* 55. Presenter 2:

<b>First and Last Name</b>	<input type="text"/>
<b>Organization/School</b>	<input type="text"/>
<b>Job Title(s)</b>	<input type="text"/>
<b>Business Address</b>	<input type="text"/>
<b>City</b>	<input type="text"/>
<b>State/Province</b>	<input type="text" value="-- select state --"/>
<b>ZIP/Postal Code</b>	<input type="text"/>
<b>Business Email</b>	<input type="text"/>
<b>Business Phone</b>	<input type="text"/>

56. *If applicable*, please provide the presenter's organization/school Twitter handle:

**Presenter Bio:** Presenter biographies are **limited to three sentences in length** and should include the following: one sentence with current professional information, one sentence with previous professional position, and one sentence with educational background.

For example: *Jane Smith is the Program Director for Helping Students Soar in Wonderful Town, Pennsylvania. She previously served as a program assistant at A Great Start in Faraway, Massachusetts. Jane has a bachelor's degree in history and education from State University.*

NPEA reserves the right to edit bios if they do not meet the required length and/or style.

**Please note:** BIOS WILL NOT BE INCLUDED IN THE CONFERENCE PROGRAM but will be listed in a downloadable PDF on our website.

\* 57. Additional Presenter Bio:

\* 58. Presenter's preferred pronouns:

- He/him/his
- She/her/hers
- They/their/theirs
- Not sure
- Other (please specify)

\* 59. I have informed this presenter about the presenter expectations, including the requirement to register for the conference at the reduced presenter fee rate of \$495 per NPEA member or \$680 per non-member.

- Yes

\* 60. Do you have any additional presenter(s) to add?

- Yes
- No

# 12 NPEA Annual Conference April 15-17, 2020 BOSTON

2020 NPEA Conference: Session Proposal Application

## Presenter 3

\* 61. Presenter 3:

<b>First and Last Name</b>	<input type="text"/>
<b>Organization/School</b>	<input type="text"/>
<b>Job Title(s)</b>	<input type="text"/>
<b>Business Address</b>	<input type="text"/>
<b>City</b>	<input type="text"/>
<b>State/Province</b>	<input type="text" value="-- select state --"/>
<b>ZIP/Postal Code</b>	<input type="text"/>
<b>Business Email</b>	<input type="text"/>
<b>Business Phone</b>	<input type="text"/>

62. *If applicable*, please provide the presenter's organization/school Twitter handle:

**Presenter Bio:** Presenter biographies are **limited to three sentences in length** and should include the following: one sentence with current professional information, one sentence with previous professional position, and one sentence with educational background.

For example: *Jane Smith is the Program Director for Helping Students Soar in Wonderful Town, Pennsylvania. She previously served as a program assistant at A Great Start in Faraway, Massachusetts. Jane has a bachelor's degree in history and education from State University.*

NPEA reserves the right to edit bios if they do not meet the required length and/or style.

**Please note:** BIOS WILL NOT BE INCLUDED IN THE CONFERENCE PROGRAM but will be listed in a downloadable PDF on our website.

\* 63. Additional Presenter Bio:

\* 64. Presenter's preferred pronouns:

- He/him/his
- She/her/hers
- They/their/theirs
- Not sure
- Other (please specify)

\* 65. I have informed this presenter about the presenter expectations, including the requirement to register for the conference at the reduced presenter fee rate of \$495 per NPEA member or \$680 per non-member.

- Yes

\* 66. Do you have any additional presenter(s) to add?

- Yes
- No

# 12 NPEA Annual Conference April 15-17, 2020 BOSTON

2020 NPEA Conference: Session Proposal Application

Presenter 4:

\* 67. Presenter 4:

<b>First and Last Name</b>	<input type="text"/>
<b>Organization/School</b>	<input type="text"/>
<b>Job Title(s)</b>	<input type="text"/>
<b>Business Address</b>	<input type="text"/>
<b>City</b>	<input type="text"/>
<b>State/Province</b>	<input type="text" value="-- select state --"/>
<b>ZIP/Postal Code</b>	<input type="text"/>
<b>Business Email</b>	<input type="text"/>
<b>Business Phone</b>	<input type="text"/>

68. *If applicable*, please provide the presenter's organization/school Twitter handle:

**Presenter Bio:** Presenter biographies are **limited to three sentences in length** and should include the following: one sentence with current professional information, one sentence with previous professional position, and one sentence with educational background.

For example: *Jane Smith is the Program Director for Helping Students Soar in Wonderful Town, Pennsylvania. She previously served as a program assistant at A Great Start in Faraway, Massachusetts. Jane has a bachelor's degree in history and education from State University.*

NPEA reserves the right to edit bios if they do not meet the required length and/or style.

**Please note:** BIOS WILL NOT BE INCLUDED IN THE CONFERENCE PROGRAM but will be listed in a downloadable PDF on our website.

\* 69. Additional Presenter Bio:

\* 70. Presenter's preferred pronouns:

- He/him/his
- She/her/hers
- They/their/theirs
- Not sure
- Other (please specify)

\* 71. I have informed this presenter about the presenter expectations, including the requirement to register for the conference at the reduced presenter fee rate of \$495 per NPEA member or \$680 per non-member.

- Yes

\* 72. Do you have any additional presenter(s) to add?

- Yes
- No

# 12 NPEA Annual Conference April 15-17, 2020 BOSTON

2020 NPEA Conference: Session Proposal Application

Presenter 5:

\* 73. Presenter 5:

First and Last Name

Organization/School

Job Title(s)

Business Address

City

State/Province

ZIP/Postal Code

Business Email

Business Phone

74. *If applicable*, please provide the presenter's organization/school Twitter handle:

**Presenter Bio:** Presenter biographies are **limited to three sentences in length** and should include the following: one sentence with current professional information, one sentence with previous professional position, and one sentence with educational background.

For example: *Jane Smith is the Program Director for Helping Students Soar in Wonderful Town, Pennsylvania. She previously served as a program assistant at A Great Start in Faraway, Massachusetts. Jane has a bachelor's degree in history and education from State University.*

NPEA reserves the right to edit bios if they do not meet the required length and/or style.

**Please note:** BIOS WILL NOT BE INCLUDED IN THE CONFERENCE PROGRAM but will be listed in a downloadable PDF on our website.

\* 75. Additional Presenter Bio:

\* 76. Presenter's preferred pronouns:

- He/him/his
- She/her/hers
- They/their/theirs
- Not sure
- Other (please specify)

\* 77. I have informed this presenter about the presenter expectations, including the requirement to register for the conference at the reduced presenter fee rate of \$495 per NPEA member or \$680 per non-member.

- Yes

\* 78. Do you have any additional presenter(s) to add?

- Yes
- No

# 12 NPEA Annual Conference April 15-17, 2020 BOSTON

2020 NPEA Conference: Session Proposal Application

Presenter 6:

\* 79. Presenter 6:

First and Last Name

Organization/School

Job Title(s)

Business Address

City

State/Province

ZIP/Postal Code

Business Email

Business Phone

80. *If applicable*, please provide the presenter's organization/school Twitter handle:

**Presenter Bio:** Presenter biographies are **limited to three sentences in length** and should include the following: one sentence with current professional information, one sentence with previous professional position, and one sentence with educational background.

For example: *Jane Smith is the Program Director for Helping Students Soar in Wonderful Town, Pennsylvania. She previously served as a program assistant at A Great Start in Faraway, Massachusetts. Jane has a bachelor's degree in history and education from State University.*

NPEA reserves the right to edit bios if they do not meet the required length and/or style.

**Please note:** BIOS WILL NOT BE INCLUDED IN THE CONFERENCE PROGRAM but will be listed in a downloadable PDF on our website.

\* 81. Additional Presenter Bio:

\* 82. Presenter's preferred pronouns:

- He/him/his
- She/her/hers
- They/their/theirs
- Not sure
- Other (please specify)

\* 83. I have informed this presenter about the presenter expectations, including the requirement to register for the conference at the reduced presenter fee rate of \$495 per NPEA member or \$680 per non-member.

- Yes

\* 84. Do you have any additional presenter(s) to add?

- Yes
- No

# 12 NPEA Annual Conference April 15-17, 2020 BOSTON

2020 NPEA Conference: Session Proposal Application

Presenter 7:

\* 85. Presenter 7:

First and Last Name

Organization/School

Job Title(s)

Business Address

City

State/Province

ZIP/Postal Code

Business Email

Business Phone

86. *If applicable*, please provide the presenter's organization/school Twitter handle:

**Presenter Bio:** Presenter biographies are **limited to three sentences in length** and should include the following: one sentence with current professional information, one sentence with previous professional position, and one sentence with educational background.

For example: *Jane Smith is the Program Director for Helping Students Soar in Wonderful Town, Pennsylvania. She previously served as a program assistant at A Great Start in Faraway, Massachusetts. Jane has a bachelor's degree in history and education from State University.*

NPEA reserves the right to edit bios if they do not meet the required length and/or style.

**Please note:** BIOS WILL NOT BE INCLUDED IN THE CONFERENCE PROGRAM but will be listed in a downloadable PDF on our website.

\* 87. Additional Presenter Bio:

\* 88. Presenter's preferred pronouns:

- He/him/his
- She/her/hers
- They/their/theirs
- Not sure
- Other (please specify)

\* 89. I have informed this presenter about the presenter expectations, including the requirement to register for the conference at the reduced presenter fee rate of \$495 per NPEA member or \$680 per non-member.

- Yes

# 12 NPEA Annual Conference April 15-17, 2020 BOSTON

2020 NPEA Conference: Session Proposal Application

## Evaluating and Measuring Success

**NPEA will collect some basic feedback from attendees regarding workshop sessions attended through an online evaluation, to be used strictly internally to evaluate and refine our workshop selection process. This information WILL NOT be made available to presenters.**

**With that said, should you wish to survey your attendees and learn more about their feedback and their experience in your workshop, please make a plan to do so either in person via a hard-copy paper survey, or by collecting email addresses in your session and following up with attendees afterwards.**

\* 90. How will you evaluate your workshop and measure your success as a presenter?

- I will distribute a hard-copy paper survey.
- I will collect contact information and email a follow-up survey to attendees afterwards.
- I will solicit verbal feedback from attendees at the end of my session.
- Other (please specify)

# 12 NPEA Annual Conference April 15-17, 2020 BOSTON

2020 NPEA Conference: Session Proposal Application

## Submission Wrap-Up

Thank you for submitting a Workshop or Spark Session proposal! You will be notified of the committee's decision by late-November and conference registration will open in early December 2019.

If you have any questions about your proposal or the conference more generally, please contact Carrie Tate, NPEA Associate Director, at [ctate@tsf.org](mailto:ctate@tsf.org) or (617) 423-6300 x228 or contact Karin Elliott, NPEA Executive Director, at (617) 423-6300 x.284 or [kelliott@tsf.org](mailto:kelliott@tsf.org).

### **Interested in submitting another Workshop or Spark Session proposal?**

If you are interested in submitting another proposal, please either use a different browser than the one you used to submit this proposal, OR **[click here](#)** to begin a new application in a new tab.

**Note:** Please be sure to click "DONE" below to complete this workshop proposal submission.