### 2020 NATIONAL ESEA (\*) CONFERENCE





This Year's Theme:

# Together for Equity

FEBRUARY 4-7, 2020 ATLANTA, GA

The National ESEA Conference is an annual project of the National Association of ESEA State Program Administrators (NAESPA) and the only conference focused entirely on federal education programs for disadvantaged students. The Conference emphasizes the critical nature of doing what's right and what's needed today - to help every child succeed and achieve at high levels.

While Title I is the largest federally-funded program focused on the needs of disadvantaged students, the Elementary and Secondary Education Act (ESEA) offers a host of other related programs. Taken together, they provide more than \$40 billion in annual aid to local education agencies in order that all children can meet challenging state academic standards. ESEA and other significant federal education programs include:

- Title I, Part A Education for the Disadvantaged
- Title I, Part C Education of Migratory Children
- Title I, Part D Neglected & Delinquent
- Title II, Part A Supporting Effective Instruction
- Title III, Part A English Learners & Immigrant Education
- Title IV, Part A Student Support & Academic Enrichment
- Title IV, Part B 21st Century Community Learning Centers
- Title V, Part B Rural Education Initiative
- Title VI, Part A Indian, Native Hawaiian, and Alaska Native Education
- Title VII, Part B McKinney-Vento Homeless Assistance Act, Education for Homeless Children and Youth
- IDEA Individuals with Disabilities Education Act (Special Education)

The 2020 National ESEA Conference Planning Committee invites all education experts, researchers, authors, and successful practitioners with information of interest to the ESEA audience to submit a presentation proposal.

#### **IMPORTANT DATES**

Friday, June 14, 2019 Proposal Submissions Close

#### Fridau. September 6. 2019

Notification of Provisional Acceptance\* or Decline. Presentation decisions of the Conference Committee are final and no appeals are available.

\* A proposal marked as "provisional" is one that the Conference Committee would like to include in the Conference schedule, but has not yet been finalized. Once all required documents are completed by all presenters, the proposal's status will be changed to "accepted."

#### Friday, September 20, 2019 Terms & Conditions Return Deadline

- Accepted presentations and presenter bios are posted on the online schedule as they are finalized.

#### PRESENTER BENEFITS

- Recognition as an education expert
- Connection with new audiences
- Complimentary full conference registration for each accepted presenter (maximum four) - a \$599 value
- Access to your presentation video, (and all other session videos) via On Demand, for a 12-month period





	LECTURE	WORKSHOP
THE CONFERENCE OFFERS TWO TYPES OF SESSIONS	Larger sessions in which attendees are seated in rows facing the presenter stage. While these sessions may include limited attendee interaction, their larger room capacity is best suited for presenter(s) providing information to a stationary audience.	Smaller sessions focused on personal interactions among attendees and presenters. Workshop sessions must include an audience interaction component, such as opportunities to brainstorm with a partner, discuss a concept in a small group, or engage in other workshop-like activities.
SESSION LENGTH	1 hour	1.5 hours
APPROXIMATE ROOM CAPACITY	500 or more	200 or less
ROOM LAYOUT	Theater style (rows of seats facing the stage)	Round tables and chairs (no stage)
AVAILABLE AV No cost to presenter	<ul> <li>PC computer with PowerPoint software</li> <li>LCD Projector</li> <li>Screens appropriate for room size</li> <li>Sound capability for video</li> <li>Podium or lavaliere microphone</li> <li>Dedicated Internet</li> </ul>	<ul> <li>PC computer with PowerPoint software</li> <li>LCD Projector</li> <li>Screens appropriate for room size</li> <li>Sound capability for video</li> <li>Podium or lavaliere microphone</li> <li>Dedicated Internet</li> </ul>
STAGE SET	Raised stage Head table with chairs for each presenter Standing podium stage right	Standing podium (no stage)



#### **CONFERENCE THEME**

As we integrate, innovate, and collaborate, it must be done toward the goal of equity, ensuring that every student has timely access to high quality education regardless of race, gender, ethnicity, language, ability, sexual orientation, or

# Together for Equity

income. Programs funded by the Elementary and Secondary Education Act (ESEA) are designed for equity. It is essential that we combine our efforts to move this goal from dream to reality. The 2020 National ESEA Conference keynotes and breakout sessions will focus on "Together for Equity."

Session topics should be of interest to the greater federal education programs community and fit with this year's Conference theme.

All sessions are grouped into three overarching categories:

#### INSTRUCTION, LEADERSHIP & POLICY

Within the three categories listed above, topics of interest to the Conference Committee include:

- Academic Standards and Assessment
- College Readiness
- Cultural Diversity
- · Data-driven Decision-making
- Differentiated Instruction
- Early Childhood Education
- · Effective Leaders
- Elementary Education
- Equitable Services to Private Schools
- ESEA Success Stories (formerly Title I Success Stories)
- · Evidenced-based Practices
- Parent, Family, and Community Engagement

- Legislative, Regulatory, and Fiscal Issues
- · Multi-tiered Systems of Support
- Neuroscience
- · Professional Learning
- Program Implementation and Evaluation
- · Reading and Writing
- School Climate and Culture
- School Improvement
- · Secondary Education
- STEM
- Well-rounded Education

The schedule is developed to maintain diversity and balance of session topics throughout the Conference.

Date and time assignments are made for the benefit of the overall schedule and are not negotiable.

# CONFERENCE PARTICIPATION

## PRESENTATION DETAILS

#### REGISTRATION

All accepted presenters (maximum four per session) receive a complimentary full Conference registration at the time the Terms & Conditions are accepted. *Do not register for the Conference prior to learning the acceptance status of your proposal.* 

#### **HOTEL RESERVATIONS**

A number of hotel rooms are set aside specifically for presenters and may be reserved after the complimentary registration has been assigned. *Do not reserve a hotel room prior to learning the acceptance status of your proposal.* 

#### PRESENTER SUBSTITUTIONS

Complimentary Conference registrations are non-transferrable. If a presenter change is desired, a written request must be completed using the official online Presenter Update Form and reviewed by the Conference Committee. If approved, new Terms & Conditions agreement(s) will be issued to the new presenter(s). If the substitute presenter is not approved, the presentation will be cancelled.

#### CANCELLATIONS & REFUNDS

Presenters are subject to the same cancellation and refund policies as those that apply to all attendees. Additional information is available on the presenter policies webpage.

#### **BOOK SALES & AUTHOR SIGNINGS**

Presenters may choose to have their books included for sale in the official National ESEA Conference Bookstore. *Book titles and ISBNs must be included as part of the proposal submission.* No book sales, signing, or distribution may take place in any other location. Full details will be provided to presenters selected for inclusion at the Conference, including book-signing opportunities.

#### SESSION VIDEOS

All sessions at the National ESEA Conference, without exception, are recorded for after-conference use as part of the Video On Demand video streaming service through www.ESEAnetwork.org. Each presenter will receive complimentary access to all Conference session videos through On Demand, for a 12-month period. Copies of downloadable presentation videos are available for purchase at \$250 each.

#### PRESENTER ACCEPTANCE

Each presenter in a proposal selected for the Conference must agree to the official Presenter Terms & Conditions (see page 7) which contains all formal aspects of their presentation.

#### SCHEDULING

Presentations will be scheduled for the overall benefit of the Conference and, if selected, presenters must be willing and available to present at the time assigned to them.

Proposals selected by the Conference Committee must be presented as described in the proposal process with the same title and description.

#### NON PROMOTIONAL PRESENTER REQUIREMENT

If this proposal includes any presenters who work for organizations that offer products or services to the ESEA market, the proposal will be automatically rejected. Presenters in these circumstances may ONLY be included on proposals submitted through the promotional proposal process. If this proposal includes promotionally-related presenters — even if the subject matter is not commercial — please contact the office at 800-256-6452 to have this submission withdrawn so you may create it in the appropriate category.

# 25-35% 25-35% BRU CL res 5-7% 45-50%

#### AUDIENCE

Attendees at the National ESEA Conference represent many different federal programs perspectives, and the Conference Committee selects sessions to appeal to each group in rough correlation to the average percentage of attendees in each demographic shown below:

BUILDING LEADERS (25-35%) - principals, federal programs site coordinators

**CLASSROOM LEADERS (10-12%)** - teachers, instructional coaches, resource teachers, paraprofessionals

**STATE LEADERS (5-7%)** - state federal programs directors, state superintendents or assistant superintendents

**OTHER LEADERS (2-3%)** - researchers, foundation program leaders, nonprofit administrators, teacher education faculty

**DISTRICT LEADERS (45-50%)** - superintendents, curriculum directors, federal programs coordinators, special education specialists, school board members

## SUBMITTING A PROPOSAL

#### STEP-BY-STEP

- Read this Proposal Submission Guide thoroughly to ensure you clearly understand all requirements and benefits of presenting at the National ESEA Conference. Only submit a proposal if you can agree to all included Terms & Conditions.
- 2. Log in to your account on the Association website (www.ESEAnetwork.org), or create a new website account, if you do not have one already. The applicant submitting a proposal must be one of the speakers and will automatically be included as the first presenter. If you wish your assistant to receive notices about the proposal, include their contact information as your Account Manager (located under the "If someone else will manage your account" area) within your account Dashboard Contact Details section.
- 3. From your account Dashboard, select 2020 National ESEA Conference.
- 4. Scroll down to "Presentations."
- Between now and Friday, June 14, select "start a new proposal" (or select the title of your unfinished proposal.)
- 6. Select "Submit Proposal" when you're ready to submit.

You'll be asked to provide the following information for each proposal:

#### PROPOSED PRESENTATION CHARACTERISTICS

- Describe the concept for your presentation, including the relevance for this Conference (max 1,000 characters.)
- Select session type: Lecture or Workshop. (See page 2 for descriptions.)
- Describe why your proposal is best suited for lecture or workshop delivery.
- Which Conference category (instruction, leadership, or policy) does your proposed session address?
- Select the topic (from the list of 23) that best describes the focus
  of your proposed session. You may add one secondary focus topic
  if appropriate, though doing so does not increase your chances of
  selection.
- Select all federal education title programs that apply. (See page 1 for title descriptions)
- Explain the research base and data used.
- Identify the specific successful federally funded school(s) and/or district(s) highlighted in your session, if applicable.

#### **SESSION DETAILS**

Details needed if your proposal is selected:

- Presentation title (max 90 characters)
  - do not include "Together for Equity" in your title (included in online listings. See examples page 8)
- Presentation description (max 1,000 characters)
  - should motivate people to attend (included in online listings. See examples page 8)
- Presenter Introductions (max 1000 characters)
  - brief description of each presenter (used onsite by the Session Host to introduce your presentation team to the audience)
- Contact Information
  - provide the website or email address attendees may use to obtain more information after the Conference
  - include your social media handle: Twitter, Instagram, and/or Facebook
- Carefully review audio-visual inclusions (listed on page 2)
- Books to include in the Conference Bookstore list up to four books written by members of your presentation team (must include ISBNs)

#### PROPOSED PRESENTERS

Each session may have up to four presenters. Each presenter included on a proposal must have a fully completed free user account on the ESEA Network website. Proposals including presenters without a user account will be automatically rejected. All of the fields below must be completed for each presenter.

- · Name, Title, Organization
- Mailing Address, Phone, Email, Social Media Handles
- Presenter Expertise on this Topic (max 300 characters) included in the online presenter listings if your session is selected
- Recent Presentation Experience list conference, year, session title
- Speaking Reference name, phone, and email of someone with direct knowledge of your presentation skills
- Photo high resolution (jpg) for use online close-up, head shots are most effective
- Honorarium Requested most presenters are not paid, but requests will be reviewed on a case-by-case basis

#### COMPLETING YOUR PROPOSAL

- Use the buttons throughout the proposal submission process to review, revise, and save your information.
- You may return at a later time to complete the information if you wish. Access the unfinished proposal through the Conference section of your Dashboard when logged in to your account on ESEAnetwork.org.
- Carefully proofread your proposal before submitting. Proposals should be well-written with accurate spelling, punctuation and grammar.
- When your proposal is complete, click the "Submit Proposal" button to add it to those considered by the Conference Committee. Once a proposal is submitted, changes are not permitted without Committee approval.
- Proposals are graded by the Conference Committee based solely on the information provided through this submission process. The Committee's selection decision is final.
   No contact with Committee members outside of this submission process is permitted.

ALL PROPOSALS TO BE CONSIDERED BY THE COMMITTEE MUST BE SUBMITTED NO LATER THAN 5:00 PM EASTERN DAYLIGHT TIME ON JUNE 14, 2019



All proposals submitted will be reviewed by a committee of federal education programs professionals from across the country in a highly competitive two-part process during July and August; typically, less than 25% of proposal submissions are selected. Decisions are based on an averaged proposal score from multiple committee graders, as well as a balance of critical topic areas. Selection as a presenter in a prior year does not help or hinder your chances of selection.

#### GRADING CRITERIA - MULTIPLE COMMITTEE MEMBERS WILL GRADE EACH PROPOSAL USING THIS SCORING METHOD:

- Proposal focuses on a key area of interest for Conference attendees, aligns with the Conference theme by highlighting issues of equity in education, and includes timely and meaningful content. (0-10 points)
- · Proposal highlights specific successful federally funded schools or districts. (0-10 points)
- Research base listed is appropriate for the topic. (0-10 points)
- Content is appropriate for the identified audience. (0-5 points)
- Presenter(s) has relevant expertise and speaking experience for this topic. (0-10 points)
- Proposal has a descriptive title, clearly stated purpose, provides correct information and thorough content, incorporates findings (where applicable) and implications for the field, and uses appropriate citations. (0-10 points)
- · Bonus points available at the discretion of the grader based on exceptional ideas, including applicability across ESEA programs and/or to the Conference theme: Together for Equity, or the overall quality of the application submission. (0-10 points)

#### NOTIFICATIONS ON SEPTEMBER 6, 2019

On Friday, September 6, Conference management staff will send email notifications in two categories:

- To applicants and individual presenters whose sessions have been provisionally accepted, with instructions for converting the presentation from "provisional" to "accepted."
- To applicants whose sessions have been declined.

#### CHANGING YOUR PRESENTATION'S STATUS FROM PROVISIONAL TO ACCEPTED

Presenters with a "provisional" session will be asked to review and agree to the official Terms & Conditions. Each presenter listed on a proposal must agree to the Terms & Conditions by Friday, September 20th for the proposal to be "accepted." If the required documentation is not received by the due date, the proposal will be declined and a back-up proposal will be moved to "provisional" status.

FOR FURTHER INFORMATION OR QUESTIONS, CONTACT THE NATIONAL ESEA CONFERENCE STAFF MONDAY - FRIDAY | 7:00AM-4:00PM PACIFIC | 800-256-6452 | CONFERENCE@ESEANETWORK.ORG

#### DO'S

Do begin your proposal early.

Do craft your responses to the proposal questions offline and edit until you are happy with the results.

Do convert any offline work to a simple text editor format before pasting into the proposal fields.

**Do** pay close attention to the character limits identified, continuing to edit until within the requirement.

**Do** carefully review the audiences and topics of interest and select appropriately.

Do submit your proposal before the deadline.

#### DON'TS

Don't wait until the last minute.

Don't submit "off the top of your head" language in this highly competitive process.

Don't paste directly from Microsoft Word as it can add "hidden" characters that may translate strangely or add to the character count once submitted.

Don't use abbreviations or acronyms, as graders may not understand your intent.

Don't select the broadest audience or the most topic areas, as this will not increase your chances of selection.

Don't procrastinate - no extensions are granted, even for very good reasons.



### 2020 NATIONAL ESEA (\*) CONFERENCE

### Together for Equity PRESENTER TERMS & CONDITIONS (EXAMPLE)

Joe Sample, Speaker, has been tentatively selected to present at the National ESEA Conference, under the following terms and conditions.

#### **EVENT DETAILS**

EVENT: National ESEA Conference February 4 - 7, 2020

HOST: National Association of ESEA State Program Administrators

BACKGROUND: The National ESEA Conference is an annual project of the National Association of ESEA State Program Administrators (NAESPA) and the largest conference focused on federal education programs for disadvantaged students.

#### PRESENTATION DETAILS

Title: Example Session Title

Description: The session description is the same as was entered in the field for inclusion in the online session schedule. Listing it in the terms & conditions ensures that the session proposed is the session to be presented.

Authorized Speakers: Joe Sample-Speaker, Jane Presenter – [This will include anyone who has a completed presenter profile associated with the original proposal.]

This presentation is only confirmed after all authorized speakers have individually accepted the terms and conditions.

#### PRESENTATION LOGISTICS

Date: Wednesday, February 4, 2020

Presentation Time: 2:00pm – 3:30pm Speaker Set Up Time: 1:30pm – 2:00pm

Location:

Georgia World Congress Center - Building A 285 Andrew Young International Blvd NW

Atlanta, GA 30313

Room Name: Room A305 Room Set Up: Workshop

Maximum Audience Capacity: 200

Stage Set: Standing Podium

Equipment Provided: PC computer with PowerPoint software, LCD Projector, screens appropriate for room size, sound capability for video, microphone, dedicated internet

#### **SPEAKER BENEFITS**

Joe Sample will receive the following benefits as a conference presenter. All other expenses incurred in conjunction with this presentation not specifically identified below, including travel and hotel accommodations, are the responsibility of the speaker.

Conference Registration: Complimentary Conference Registration (\$599 value)

Video: Complimentary twelve-month subscription to the Association's On Demand video streaming service at www.ESEAnetwork.org, including the professionally filmed video of this presentation (\$99 value). Option to purchase a downloadable copy of the presentation video for \$250.

#### **BOOK SALES**

Speaker may choose to have up to four of their books included for sale in the official National ESEA Conference Bookstore. Speaker may not sell books or other materials within, or immediately adjacent to, the presentation room, or elsewhere within the common areas of the conference venue.

#### **VIDEO RECORDING**

Joe Sample provides conference management with the express right to record the presentation and use this recording, either in its entirety or in abbreviated form, in one or more of the following ways:

- In promotional materials for this or future ESEA Network professional development programs
- As part of the professional development offerings at www.ESEAnetwork.org, viewable via a passwordprotected, closed, streaming video environment for a period of eighteen months
- No other use shall be made of the recording without prior written consent of Joe Sample

#### **PHOTOGRAPHY**

Conference management may photograph Joe Sample during the presentation and use any such still photographs in promotional materials (print or electronic) for this or future National ESEA conferences.

#### **HANDOUT MATERIALS**

Speaker agrees to provide all presentation supplementary materials for attendee access, by uploading electronic documents via the presentation dashboard on the ESEA Network website. Any physical materials shipped to the conference venue will be rejected and returned.

#### **ACCEPTANCE**

By typing my name and today's date below, I agree to be bound by these Presentation Terms & Conditions.

TYPE FULL NAME	
DATE ACCEPTED	

