



# Proposal Submission Guidelines

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, Part A 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. ESEA provides more than \$27 billion in annual aid to local education agencies so 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** - Education for Homeless Children and Youth (McKinney-Vento Homeless Assistance Act)
- **IDEA** - Individuals with Disabilities Education Act (Special Education)

The 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. As appropriate, proposal submitters will be asked to explain the connection(s) between the content of their proposal and its applicability to one or more of the federal education programs listed above.

## Presenter Benefits

- Recognition as an education expert
- Connection with new audiences
- Complimentary full conference registration for each accepted presenter (maximum four)
- Access to your presentation video, (and all other session videos) via On Demand, for a 3-month period

This Year's Theme:

## Recommit, Renew, Reimagine

February 16-19, 2022  
New Orleans, LA

**Ernest N. Morial Convention Center**

## Important Dates

**Monday, May 3, 2021**

Proposal Submissions Open

**Monday, June 14, 2021**

Proposal Submissions Close

**Wednesday, September 8, 2021**

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 identified presenters, the proposal's status will be changed to "accepted."*

**Friday, September 24, 2021**

Terms & Conditions Return Deadline

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



# SESSION TYPES

	Lecture	Workshop
<b>The Conference Offers Two Types of Sessions</b>	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.
<b>Session Length</b>	1 hour	1.5 hours
<b>Approximate Room Capacity</b>	500 or more (subject to change)	200 or less (subject to change)
<b>Room Layout</b>	Theater style (rows of seats facing the stage)	Round tables and chairs (no stage)
<b>Available AV for Presenters</b>	<ul style="list-style-type: none"> <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 lavalier microphone</li> <li>• Wifi</li> </ul>	<ul style="list-style-type: none"> <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 lavalier microphone</li> <li>• Wifi</li> </ul>
<b>Stage Set</b>	Raised stage Head table with chairs for each presenter Standing podium stage right	Standing podium (no stage)

**Note:** We consider in-person interaction to be an almost irreplaceable component of the Conference. However, we will consider elimination or adjustment if it becomes the best course of action. Clearly, our highest priority is the health and safety of our presenters, attendees, exhibitors and staff. Even though as this document is being published, the COVID-19 indicators are promising, we will continue to monitor the pandemic, and will rely on the guidance of public health officials as the Conference nears.

Given the uncertainty that persists, we are again exploring virtual presentation options to complement or, if necessary, replace the in-person portion of this event. Consequently, presenters whose proposals are selected for inclusion in the Conference must be flexible--willing and available to present either in-person in New Orleans or via an online video-conferencing platform--as specified by Show Management.



# SESSION CATEGORIES & TOPICS

## Conference Theme:

## Recommit, Renew, Reimagine

We are teachers of English learners, children that migrate, students that endure poverty, and kids that face discrimination, abuse, violence, homelessness, and more every day. And while the challenges may change, the process for resolution is constant. We gather the data that matters, interpret it, and use that information to tailor evidence-based services that ensure the success of each student. Through these challenges, we keep the focus on what matters. We improve ourselves to better the lives of our kids. When it's dark, we find the bright spots to keep our students going. Where there are obstacles, we chart a path over, around, under, or through to keep moving forward. We look back on our progress with pride, but don't hesitate to take that next step towards a better future. Join a national community of educators as we hone those fundamental skills that support our kids. Together, we keep on fighting the good fight. We take care of each other and we focus on what really matters—our kids.

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All sessions are grouped into three overarching categories:

## Instruction, Leadership & Policy

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

- Academic Standards and Assessment
- Children in Foster Care
- College Readiness
- Cultural Diversity
- Data-driven Decision-making
- Differentiated Instruction
- Digital Learning
- Diversity, Equity, and Inclusion
- Early Childhood Education
- Effective Leaders
- Elementary Education
- English Learners
- Equitable Services to Private Schools
- Equity and Excellence
- ESEA Success Stories
- Evidenced-based Practices
- Learning Loss
- Legislative, Regulatory, and Fiscal Issues
- Mathematics
- Multi-tiered Systems of Support
- Neuroscience
- Parent, Family, and Community Engagement
- Professional Learning
- Program Implementation and Evaluation
- Reading and Writing
- School Climate and Culture
- School Improvement
- Secondary Education
- Social-Emotional Learning for Educators, Family, and Community
- Special Education
- STEM
- Well-rounded Education

The session schedule is developed to maintain diversity and a 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

## Non-Promotional Requirement for Standard Sessions

*Standard presentation proposals cannot include commercial references.*

Only proposals that do NOT include one or more presenters associated with organizations that offer products or services to the ESEA market, will be considered as a standard, non-promotional session. Non-promotional sessions must be submitted through the standard (not promotional) proposal submission process.

## Commercial Promotion

Presentation proposals which reference commercially available products or services, and/or include one or more presenters with commercial affiliations must be identified in the proposal and must be submitted through the promotional (not standard) proposal submission process. All selected commercial presentations will be identified as promotional sessions and will be displayed with the sponsoring organization's logo.

## Registration

### Standard Sessions

All accepted presenters (maximum four per session) receive a complimentary full Conference registration at the time the Terms & Conditions are accepted.

### Promotional Sessions

There is no fee to submit a proposal for a Promotional Session, however, companies whose Promotional Proposals are accepted, must have a paid-in-full exhibit space, or purchase a Full Conference Registration for each of the presenters (maximum four presenters per session.)

*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 and purchased once registration is completed according to the list below:

1. Complimentary registration has been assigned for standard session presenters
2. Complimentary registration has been assigned for promotional session presenters who have purchased an exhibit hall booth
3. Registration has been purchased for promotional session presenters who have not purchased an exhibit hall booth.

*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 becomes necessary, 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 may be cancelled.

## Cancellations and 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 and Author Signings

Presenters who have authored books may have the opportunity to do a book signing during the Conference. Details about author signings and book sales will be provided after sessions have been finalized.

## 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](http://www.ESEAnetwork.org). Each presenter will receive complimentary access to all Conference session videos through On Demand, for a 3-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 10) 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 date and 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.

## 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:

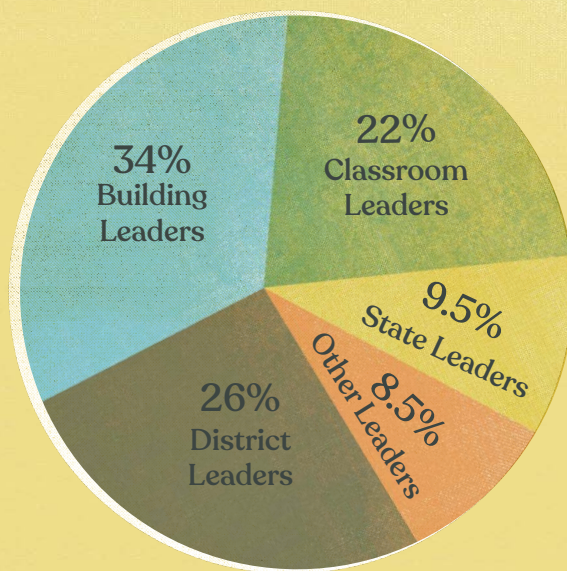
### Attendee Demographics 2019 - 2021

#### Building Leaders

- Principals
- Federal programs site coordinators

#### District Leaders

- Superintendents
- Curriculum directors
- Federal programs coordinators
- Special education specialists
- School board members



#### Classroom Leaders

- Teachers
- Instructional coaches
- Resource teachers
- Paraprofessionals

#### State Leaders

- State federal programs directors
- State superintendents
- Assistant superintendents

#### Other Leaders

- Researchers
- Foundation program leaders
- Nonprofit administrators
- Teacher education faculty



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

Pay close attention to the character limits identified, continuing to edit until within the requirement.

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

Submit original content.

## Do

Carefully review the audiences and topics of interest and select appropriately.

Begin your proposal early and submit it before the deadline.

# PROPOSAL DO'S & DON'TS

Don't submit outdated content or the same proposal you submitted previously.

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

Don't wait until the last minute. No extensions are granted, even for very good reasons.

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

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

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



# SUBMITTING A PROPOSAL

## STEP-BY-STEP

All proposals to be considered by the Committee must be submitted NO LATER than 5:00 PM Eastern Daylight Time on June 14, 2021

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1. Read the Proposal Submission Guidelines 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.*

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2. Identify Your Proposal Type:

**Standard Proposal** - The proposal is free of commercial content and does not include one or more presenters associated with organizations that offer products or services to the ESEA market.

**Promotional Proposals** - The proposal includes commercial content and/or one or more presenters associated with organizations that offer products or services to the ESEA market.

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3. **Standard Proposal**

- Log in to your individual user account at [www.ESEAnetwork.org](http://www.ESEAnetwork.org), or create a new website account, if you do not have one already.

**Promotional Proposal**

- Log in to your vendor account at [www.ESEAnetwork.org](http://www.ESEAnetwork.org), or create a new vendor 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.

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4. From either your user or organization account Dashboard, select "2022 National ESEA Conference," and scroll down to "Presentations."
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5. Between now and Monday, June 14, select "start a new proposal" (or select the title of your unfinished proposal.)
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6. Select the blue "Submit Final Proposal" button when your proposal is 100% finished.
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**LATE PROPOSALS ARE NOT ACCEPTED – NO EXCEPTIONS**



# 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, including spaces)
- 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 32) that best describes the focus of your proposed session. You may choose one additional focus topic if appropriate, though doing so does not increase your chances of acceptance.
- Select all federal education title programs that apply. (See page 1 for title descriptions)
- Explain the research base and data used. (max 1,000 characters, including spaces)
- 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 accepted:

**Presentation title** (max 90 characters, including spaces)

- do not include "Recommit, Renew, Reimagine" in your title (included in online listings. See examples page 11)

**Presentation description** (max 1,000 characters, including spaces)

- should motivate people to attend (included in online listings. See examples page 11)

**Presenter introductions** (max 800 characters, including spaces)

- 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)

## 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 not be accepted. 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 format at least 500px w&h) 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](http://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 Final 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.

**LATE PROPOSALS  
ARE NOT ACCEPTED  
– NO EXCEPTIONS**



# SELECTION PROCESS

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. 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, Recommit, Renew, Reimagine, by including 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: Recommit, Renew, Reimagine, or the overall quality of the application submission. (0-5 points)

## Notifications on September 8, 2021

On Wednesday, September 8, Show Management 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 24th 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 | 10:00AM-7:00PM EASTERN | 800-256-6452 | [CONFERENCE@ESEANETWORK.ORG](mailto:CONFERENCE@ESEANETWORK.ORG)**

## SAMPLE STANDARD PRESENTER TERMS & CONDITIONS (PROMO SESSIONS HAVE A SIMILAR T&C)

Joe Sample, Speaker, has been tentatively selected to present at the 2022 National ESEA Conference, under the following Terms and Conditions.

### EVENT DETAILS

**EVENT:** 2022 National ESEA Conference  
February 16-19, 2022

**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 & Conditions.

### PRESENTATION LOGISTICS

**Date:** Thursday, February 17, 2022

**Presentation Time:** 2:00pm – 3:30pm

**Speaker Set Up Time:** 1:30pm – 2:00pm

**Location:**  
New Orleans Ernest N. Morial Convention Center  
900 Convention Center Blvd  
New Orleans, LA 70130

**Room Name:** Room 302

**Session Type:** 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.

**Speaker Ready Room:** At least two hours prior to your scheduled session time, one of the presenters of your session will bring presentation and associated materials on a thumb drive or external storage device with them to the Speaker Ready Room. Cloud storage may also be accessed from the Speaker Ready Room. Staff will ensure all presentation slides and materials are uploaded properly.

There is free wifi available in the conference center, however, this will not support video streaming or other high bandwidth requirements during your session.

### 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.

- Complimentary Conference Registration

- Complimentary Video Access

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

### AUTHOR CONNECTION

If you and/or members of your presentation team are authors, there may be opportunities to promote your book(s) during the Conference. If so, books or other materials may only be sold in designated areas. Authors will be contacted by Show Management closer to the event.

### USE OF VIDEO RECORDING AND PHOTOGRAPHY

By participating in the 2022 National ESEA Conference, Joe Sample acknowledges and agrees to grant Show Management the right to record, film, live stream, photograph, or capture the session and Speaker likeness in any media now available or hereafter developed and to distribute, broadcast, use, or otherwise globally to disseminate, in perpetuity, such media without any further approval from Speaker or any payment to Speaker. This grant to Show Management includes, but is not limited to, the right to edit such media, the right to use the media alone or together with other information, for example:

- In promotional materials for this or future ESEA Network professional development programs.
- As part of the professional development offerings at [www.ESEAnetwork.org](http://www.ESEAnetwork.org), viewable via a password-protected, closed, streaming video environment.

### HANDOUT MATERIALS

Speaker agrees to provide all presentation supplementary materials for attendee access, by uploading electronic documents as directed. Any physical materials shipped to the conference venue will not be accepted.

### CONFERENCE CONDUCT

The National ESEA Conference is dedicated to providing an inclusive experience for all participants, regardless of race, religion, gender, gender identity and expression, sexual orientation, ability, physical appearance, age or other marginalized affiliation. During the conference, all participants are expected to behave with common courtesy and civility; conduct themselves in a businesslike, ethical, and appropriate manner; and avoid engaging in or facilitating any discriminatory or harassing behavior.

### POTENTIAL COVID-19 IMPACTS

In-person interaction is considered to be an almost irreplaceable component of the Conference. However, elimination or adjustment may be implemented if it becomes the best course of action. Clearly, the highest priority is the health and safety of our presenters, attendees, exhibitors and staff. Given the uncertainty that persists, virtual presentation options to complement or, if necessary, replace the in-person portion of this event are being explored. Consequently, presenters whose proposals are selected for inclusion in the Conference must be flexible--willing and available to present either in-person in New Orleans (adhering to all pandemic health and safety requirements in place at the time of the Conference) or via an online video-conferencing platform--as specified by Show Management.

### NATIONAL ESEA CONFERENCE CONTENT

Speaker acknowledges and agrees that Show Management, at its sole discretion, reserves the right to change any and all aspects of the 2022 National ESEA Conference, including but not limited to, the event name, themes, content, program, speakers, performers, hosts, moderators, venue, format, and time.

### ACCEPTANCE

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

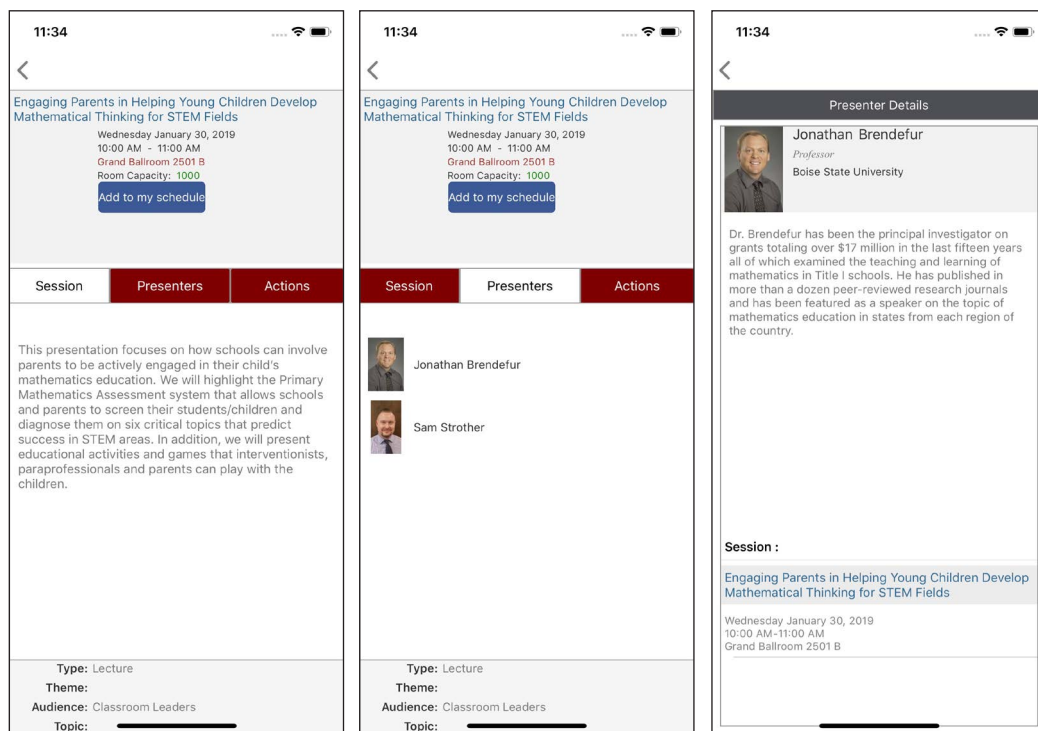
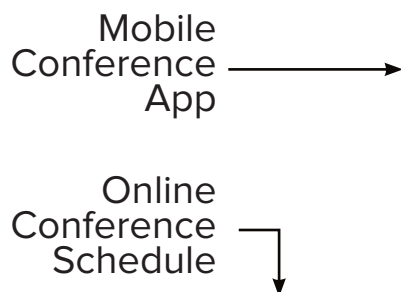
\_\_\_\_\_  
TYPE FULL NAME

\_\_\_\_\_  
DATE ACCEPTED



# HOW PROGRAM DETAILS ARE USED

Note: These images are provided as samples only. Actual online representation of session details may differ from the examples shown here.



**ESEA Network**  
Hosted by National Association of ESEA State Program Administrators

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**Developing Mathematical Thinking at the Primary Level in Title I Schools**

Thursday February 8, 2018

11:30 AM - 12:30 PM

**Room 103**

[Add to my schedule](#)

[Evaluate this session](#)

This presentation will document the successful transformation of multiple under-performing Title I schools at the primary level. There is a critical need for early identification of students who are experiencing difficulties in mathematics and, then, the provision of immediate and targeted intervention in order to build foundational skills and knowledge. In this session, I will demonstrate the Primary Mathematics Assessment to screen K-2 students at the beginning and middle of the year on six predictive domains, which allowed us to work with teachers on providing specific curricular tasks to improve student learning across these domains.

**Presenters**

**Jonathan Brendefur**

Dr. Brendefur has been the principal investigator on grants totaling over \$16 million in the last five years all of which examined the teaching and learning of mathematics in Title I schools. He has published in more than a dozen peer-reviewed research journals and has been featured as a speaker on the topic of mathematics education in states from each region of the country.

**Type:**  
Lecture

**Theme:**  
Instruction

**Audience:**  
Classroom Leaders

**Topics:**  
Mathematics, Assessment