2023 NATIONAL ESEA CONFERENCE
A HYBRID EVENT

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. In 2021 the Elementary and Secondary School Emergency Relief Fund (ESSER) provided an unprecedented $1.9 trillion dollars in additional federal assistance. 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
- Access to all session videos for a three-month period
- Complimentary full conference registration for each accepted non-promotional presenter (maximum four)
- Access to discounted hotel reservations

This Year's Theme:

Lift Up!

February 1-4, 2023, Indianapolis
Indiana Convention Center
100 S Capitol Ave
& Online

IMPORTANT DATES

Monday, May 2, 2022
- Proposal Submissions Open

Thursday, June 16, 2022
- Proposal Submissions Close

Wednesday, September 7, 2022
- Notification of Provisional Acceptance or Decline. Presentation decisions of the Conference Committee are final and no appeals are available. (*See page 9 for details*)
- Discounted presenter hotel rooms available

Friday, September 23, 2022
- Terms & Conditions Return Deadline
- Last day for discounted presenter hotel rooms
- Deadline for promotional presenters to purchase booth space or registration(s)

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

SESSION TYPES

	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 (subject to change)	200 or less (subject to change)
Room Layout	Theater style (rows of seats facing the stage)	Round tables and chairs (no stage)
Available AV for Presenters	• PC computer with PowerPoint software • LCD Projector • Screens appropriate for room size • Sound capability for video • Podium or lavaliere microphone • Wifi	• PC computer with PowerPoint software • LCD Projector • Screens appropriate for room size • Sound capability for video • Podium or lavaliere microphone • Wifi
Stage Set	Raised stage Head table with chairs for each presenter Standing podium stage right	Standing podium (no stage)

IN-PERSON PRESENTATIONS

To ensure presentations are of the highest quality, the majority of standard sessions selected will require presenters to travel to Indianapolis to speak before a live, in-person audience.

All promotional presentations will take place in-person, without exception.

HYBRID CONFERENCE SESSION FORMATS

The 2023 National ESEA Conference is a hybrid event, and we're pleased to include a limited number of new session delivery formats - designed specifically to enhance the virtual audience experience. **While you may indicate your session format preference during the proposal submission process, (promotional proposals excluded) all presenters should be prepared to present in-person.** The presentation delivery format (in-person or virtual) is determined by Show Management and the Conference Planning Committee. Presenters will be notified of their session format when Terms & Conditions are issued on September 7th to provisionally accepted proposals. By signing their Terms & Conditions, each presenter agrees to either appear in-person in Indianapolis or virtually via the online Conference platform. Once Terms & Conditions have been accepted, changes to the session delivery format cannot be accommodated.

SESSION CATEGORIES & TOPICS

CONFERENCE THEME: *Lift Up*

Anchored in evidence-based practices, **lift up students** to reach their potential through maximized access and expanded opportunities.

Anchored in unwavering appreciation and high-quality professional development, **lift up teachers and administrators** to their joint focus on student success.

Anchored in ongoing collaboration and partnership, **lift up parents and communities** to meaningful connections and active involvement.

Lift up yourself every day to maximize your potential. **Lift up each other**—for together, there is nothing we can't do!

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
- Asset Based Needs Assessment/ Evaluation/Monitoring
- 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
- Evidence-based Practices
- Indigenous Student /Tribal Support
- Learning Delay/Unfinished Learning
- Legislative, Regulatory, and Fiscal Issues
- Mathematics

- McKinney-Vento & Students Experiencing Homelessness
- Migrant Education
- Multi-tiered Systems of Support
- National Distinguished School (Prior Year Awardee)
- Neglected/Delinquent Youth
- Neuroscience
- Parent, Family, and Community Engagement
- Professional Learning
- Program Implementation and Evaluation
- Public School Academies (Charter Schools)
- Reading and Writing/Literacy
- School Climate and Culture
- School Improvement
- Secondary Education
- Social-Emotional Learning for Educators, Family, and Community
- Special Education
- STEM/STEAM
- 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.

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 that 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. All promotional presentations will take place in-person, without exception.

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 by September 23rd (maximum of four presenters per session).

Hotel Reservations
Do not reserve a hotel room prior to learning the acceptance status of your proposal.

A limited number of hotel rooms are set aside specifically for presenters and may be reserved and purchased once registrations (or exhibit space, if the session is promotional) are paid in full. Discounted hotel reservations for presenters will be available from September 7 - 23 only.

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 canceled.

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 participate in 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 viewing by attendees. Each presenter will receive complimentary access to their session recording and all Conference session videos for a three-month period via the online conference platform. 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.
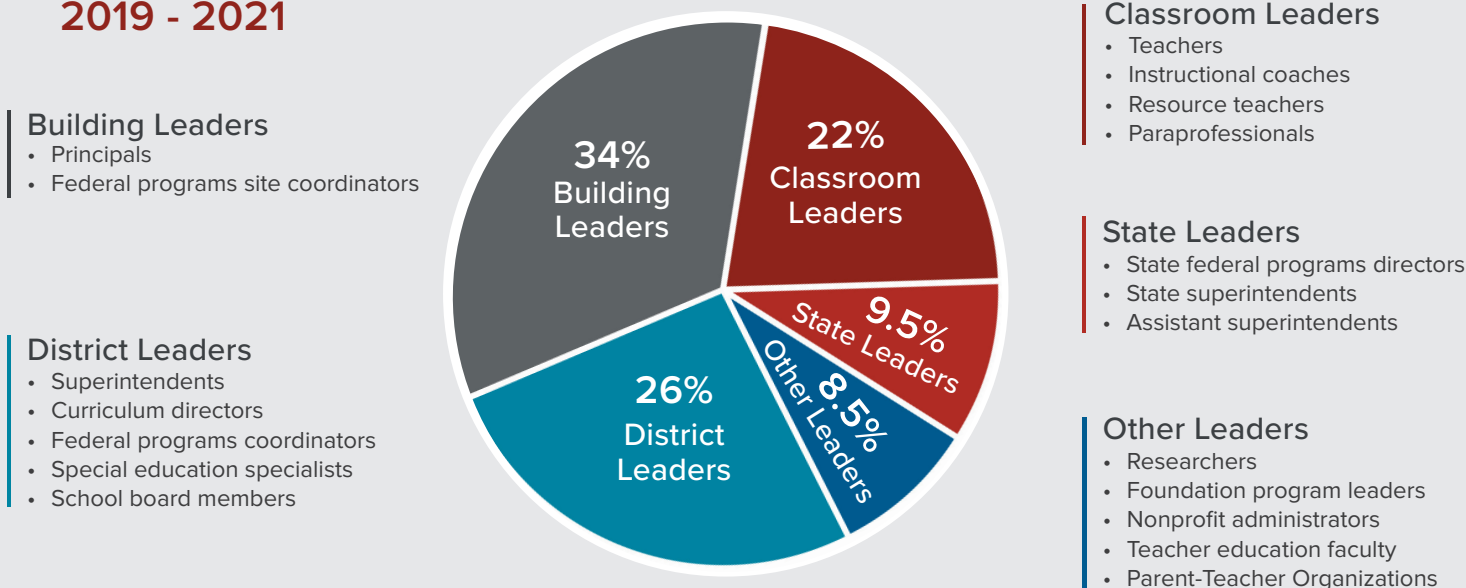
Scheduling

Presentations will be scheduled for the overall benefit of the Conference. 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 Planning 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
- Parent-Teacher Organizations

Pie chart:
- 34% Building Leaders
- 22% Classroom Leaders
- 9.5% State Leaders
- 8.5% Other Leaders
- 26% District Leaders

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 Thursday, June 16, 2022

1. Read this Proposal Submission Guidelines document 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. 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.

3. **Standard Proposal**
- Log in to your individual user account at www.ESEAnetwork.org, or create a new account, if you don't already have one.

Promotional Proposal
- Log in to your company account at www.ESEAnetwork.org, or create a new company account, if you don't already have one.

The system will populate the first presenter information with the name of the account holder who is submitting this proposal. If you are submitting the proposal on behalf of someone else, be sure to change this information to reflect the accurate presenter names and contact details.

If you want 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.

4. From either your user or company account Dashboard, select "2023 National ESEA Conference," and scroll down to "Presentations."

5. Between now and Thursday, June 16, use the Manage Proposals button to "begin a new proposal".

(or select "continue" next to the title of your unfinished proposal).

Please 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 on page 3) 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.

> **TIP:** Use the buttons throughout the proposal submission process to review, revise, and save your information.

Session Details

Details needed if your proposal is accepted:

- ✴ **Presentation title** (max 90 characters, including spaces)
  - do not include "Lift Up" in your title (included in online listings.)
- ✴ **Presentation description** (max 1,000 characters, including spaces)
  - should motivate people to attend (included in online listings.)

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)

> If your proposal is selected, the starred items (✴) will make up the Session Details attendees will use to learn more about you and your session at the conference.

> **TIP:** 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.

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

6. Agree to the Terms & Conditions and select the blue "Submit Final Proposal" button when your proposal is 100% finished.

Once a proposal is submitted, changes are not permitted without Committee approval.

YOU DID IT!

The following page describes the proposal grading process
and acceptance notification timeline.

PROPOSAL DO'S & DON'TS

Do

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

- **Do** submit original content.

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

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

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

- **Do** begin your proposal early and submit it before the deadline.

Don't

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

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

- **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** target the broadest audience or the most topic areas, as this will not increase your chances of acceptance.

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

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.
- Proposals are graded by the Conference Planning Committee based solely on the information provided through this submission process.

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, Lift Up, by including timely and meaningful content. (0-10 points)
- Proposal highlights current, specific successful federally funded schools or districts OR an original research project, theory, or trend in education that aligns with the scope of the conference topics. (0-10 points)
- Research base listed is appropriate for the topic, and uses appropriate citations. (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, and incorporates findings (where applicable) and implications for the field. (0-10 points)
- Bonus points are available at the discretion of the grader based on exceptional ideas, including applicability across ESEA programs and/ or to the Conference theme: Lift Up, or the overall quality of the application submission. (0-5 points)

Notifications on September 7, 2022

On Wednesday, September 7, 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.

The Committee's selection decision is final. No contact with Committee members outside of this submission process is permitted.

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 23rd 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

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2023 NATIONAL ESEA CONFERENCE • 800.256.6452 • www.ESEAnetwork.org

SAMPLE IN-PERSON STANDARD PRESENTER TERMS & CONDITIONS (PROMO SESSIONS HAVE A SIMILAR T&C)

Joe Sample, Speaker, has been tentatively selected to present at the 2023 National ESEA Conference, under the following Terms and Conditions.

EVENT DETAILS

EVENT: 2023 National ESEA Conference

February 1-4,2023

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 2, 2023

Presentation Time: 2:00pm – 3:30pm

Speaker Set Up Time: 1:30pm – 2:00pm

Location:
Indiana Convention Center
100 South Capitol Ave
Indianapolis, IN 46225

Room Name: Room 205/207

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 the 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
- Discounted hotel reservations (September 7-23 only)
- Access to all session videos for three months
- Option to purchase 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 2023 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, 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

The health and safety of all Conference participants is our highest priority. Presenters whose proposals are selected for inclusion in-person at the Conference must be willing and available to adhere to any and all pandemic health and safety requirements in place at the time of the Conference as specified by Show Management. However, in-person presenters whose proposals are selected for inclusion in the Conference must be willing to adjust their delivery format in the event that Show Management determines circumstances require a shift to an entirely virtual event.

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 2023 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

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