



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

The following Elementary and Secondary Education Act (ESEA) and related programs serve as the cornerstone for all sessions and programming of the National ESEA Conference:

- **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)

## PRESENTER BENEFITS

- Complimentary full conference registration for each accepted non-promotional presenter (maximum four)
- Recognition as an education expert
- Connection with new audiences
- Access to all session videos for three months after the conference
- Downloadable copy of your session video available upon request

This Year's Theme:

## CULTIVATING COMMUNITIES FOR STUDENT SUCCESS

**February 10-12, 2026**  
**Colorado Convention Center**  
**700 14th Street**  
**Denver, CO 80202**

## IMPORTANT DATES

**Thursday, May 1, 2025**

- Proposal Submissions Open

**Monday, June 16, 2025**

- Proposal Submissions Close

**Tuesday, August 26, 2025**

- Notification of Provisional Acceptance or Decline. Presentation decisions of the Conference Committee are final and no appeals are available.  
(See page 10 for details)

**Tuesday, September 16, 2025**

- Terms & Conditions Return Deadline
- Deadline for promotional presenters to purchase booth space or registration(s)

**Monday, December 1, 2025**

- Deadline for presenter change requests

# SESSION FORMATS

The 2026 National ESEA Conference is a hybrid event featuring multiple session formats: hybrid lecture, in-person workshop, and virtual workshop. While we strive to accommodate your preferred format, final session delivery assignments will be announced on August 26, along with the Presenter Terms & Conditions. Each session must be delivered in a single format, and all listed presenters must present in that same format. Changes between in-person and virtual will not be allowed after acceptance.

**REMINDER: All sessions are 1 hour long**

## IN-PERSON PROMOTIONAL / SPONSORED SESSIONS

All sponsored session presenters are required to travel to Denver, CO, and present in-person.



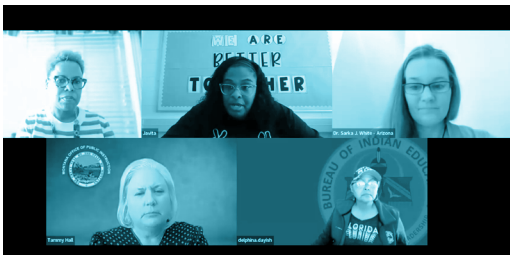
### HYBRID LECTURE

Standard sit-and-get presentation format, with presenters in-person in Denver, CO.



### IN-PERSON WORKSHOP

Sessions involve an interactive component with audience, such as opportunities to brainstorm in small groups or with a partner. Presenter(s) are in-person in Denver, CO.



### VIRTUAL WORKSHOP

Sessions involve an interactive component with audience, such as opportunities to brainstorm with a partner (utilizing Zoom breakout rooms or polls). Presenter(s) are using Zoom.

The  
Conference  
Offers Three  
Types of  
Sessions

Hybrid  
Component

Presented live in Denver, simultaneously live-streamed to the virtual audience, and recorded for later viewing.

Approximate  
Room  
Capacity

200 or more  
(subject to change)

200 or fewer  
(subject to change)

200 or fewer  
(subject to change)

Available AV  
for Presenters

- PC computer with PowerPoint software
- LCD Projector
- Screens appropriate for room size
- Sound capability for video
- Podium or lavalier microphone
- Wi-Fi

Virtual workshop presenters must present from a remote location and provide their own equipment.

Note that one facilitator is allowed for virtual sessions without paid registration.

Stage Set

Raised stage  
Head table with chairs for each presenter  
Standing podium stage right

Standing Podium  
No stage



## CONFERENCE THEME

# CULTIVATING COMMUNITIES FOR STUDENT SUCCESS

"A supportive community is a place where each individual can feel valued, heard, and empowered to thrive. It is an environment that ensures everyone, regardless of their background or identity, feels a sense of connection and acceptance. In such a community, people come together to support one another, share their unique perspectives, and collaborate towards common goals.

At the National ESEA Conference, our shared goal is to maximize the benefits of federal programs and funding for student success.

There are many small, rural schools in our state. I've spoken with and visited many school leaders in these rural areas, and many accomplish this: they cultivate a community within the school and that school community becomes part of their town, or regional community. That larger community works together on their common goal, to overcome barriers for student success.

This works in larger, inner-city schools too.

I'm reminded of my own experience as a high school dropout. I didn't see the value in attending school when I didn't feel accepted, cared for, or valued. I decided to go back to school the next year. On my first

day back, I walked into a Print Shop class. In this class, I found a community who cared about me, accepted me, and valued me. The teacher cultivated a sense of community where students worked together on shared goals in a supportive way. He also worked with a community-based organization to help me overcome barriers that eventually led to me graduating on time and going to college.

There are communities within communities. Communities of teachers, parents, counselors, administrators, janitors, community-based organizations all working together to support students. In these communities, students are seen, students are heard, and each student is valued. When they learn of barriers, they work together to overcome those barriers.

Federal programs, such as the ESEA programs are the bridges that connect people to resources that overcome gaps or barriers preventing student success. Federal programs can be the key to cultivating communities for student success."

- Jason Miller,  
NAESPA Conference Planning Committee Chair

## SESSION CATEGORIES & TOPICS

### 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
- Data-driven Decision-making
- Differentiated Instruction
- Digital Learning
- Early Childhood Education
- Effective Leaders
- Elementary Education
- English Learners
- Equitable Services to Private Schools
- Equity and Excellence
- ESEA Success Stories
- Evidence-based Practices
- Foundational Wellness for Educators, Family, and Community
- 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
- Special Education
- STEM/STEAM
- Well-rounded Education

The session schedule is developed to maintain variance 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 POLICIES & 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 Allowed Only in Sponsored Sessions

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 Sponsored Sessions and will be displayed with the organization's logo. All sponsored presentations will take place in-person.

## Registration

### Standard Sessions

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

### Sponsored Sessions

There is no fee to submit a proposal for a Sponsored 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 16th (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.

## Presenter Substitutions

Complimentary Conference registrations are non-transferable.

*If a presenter change is necessary, a written request must be submitted before December 1st, 2025 and reviewed by the Conference Planning Committee.*

If approved, new Terms & Conditions agreement(s) will be issued to the new presenter(s). Effective December 1st, 2025, complimentary presenter registrations are no longer available. 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 that apply to all attendees. Further details are available on the presenter policies web page.

## 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 shared once 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.

## Presenter Acceptance

Each presenter in a proposal selected for the Conference must agree to the official Presenter Terms & Conditions (see page 11) which contains all formal aspects of their presentation.

## Presenters Limited to One Session

Presenters may submit multiple proposals if desired; however, each presenter who is selected to present is limited to speaking on only one session.

## Scheduling

Presentations will be scheduled for the overall benefit of the Conference. If selected, presenters must be willing and available to present at the assigned date and time. Proposals selected by the Conference Committee must be presented as described in the proposal process with the same title and description.

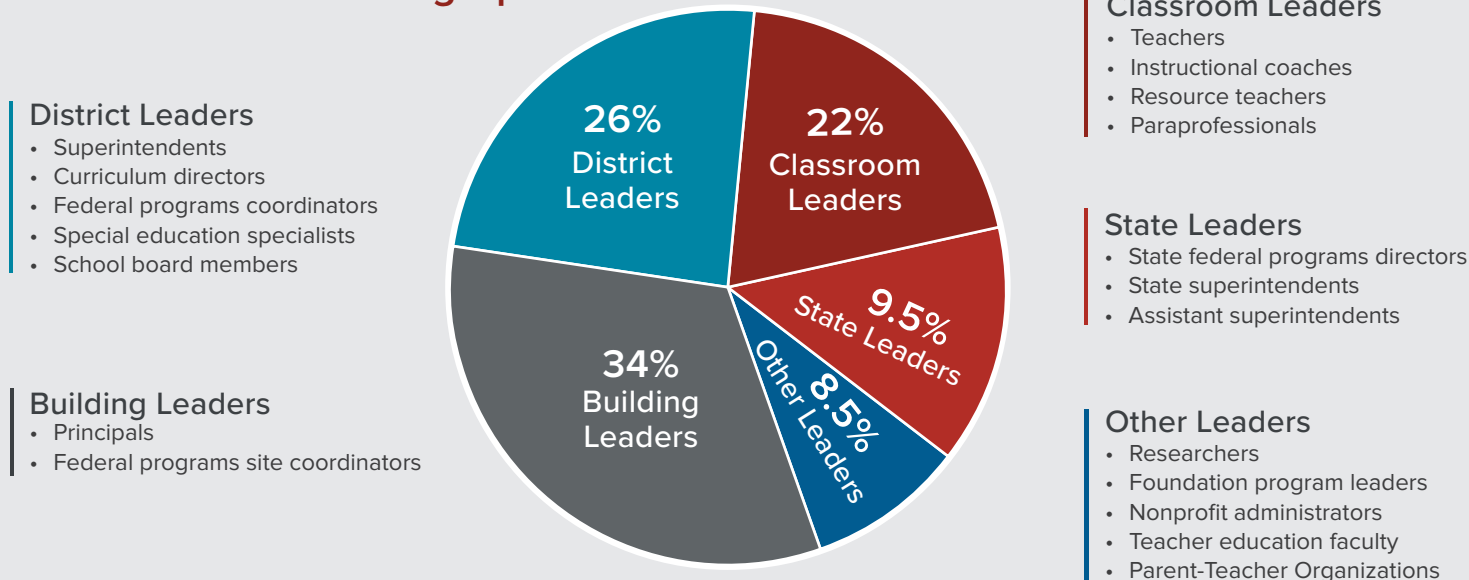
## Session Introductions

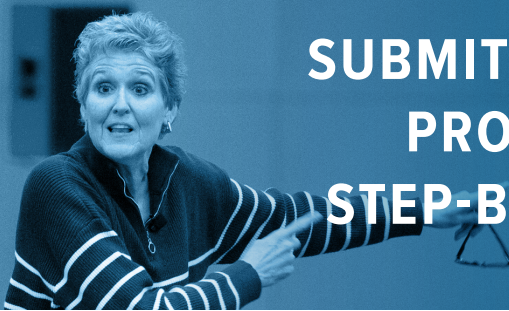
All in-person sessions will include a designated Session Host to introduce presenters and support the session. Additionally, select sessions may be preceded by a brief Distinguished School highlight video (up to five minutes in length). Presenters will be notified in advance if their session is chosen for this feature.

## 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, roughly aligning with the average percentage of attendees in each demographic shown below:

## 2025 Attendee Demographics





# 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 Monday, June 16, 2025

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/Sponsored 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](http://www.ESEAnetwork.org), or create a new account, if you don't already have one.

**Promotional/Sponsored Proposal**  
- Log in to your company account at [www.ESEAnetwork.org](http://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 "2026 National ESEA Conference," and scroll down to "Presentations."

CONTINUED ON FOLLOWING PAGES →

## 5. Between now and Monday, 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 format: Lecture or Workshop. (See page 2 for descriptions)
  - Describe why your proposal is best suited for lecture or workshop delivery.
- ★ • Select which Conference category (Instruction, Leadership, or Policy) your proposed session addresses.
- ★ • Select the topic (from the list on page 4) 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 "Cultivating Communities for Student Success" in your title.*
- ★ **Presentation description** (max 1,000 characters, including spaces)
  - should motivate people to attend.

**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

**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. Reminder: Each presenter is limited to speaking on only one session.** 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
- 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 submit original content.
- Do craft your responses to the proposal questions offline and edit until you are happy with the results.
- 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.
- Do include all co-presenters (up to four) with your proposal.

### Don't

- 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 paste from Microsoft Word without clearing formatting, as it can add "hidden" characters that may translate incorrectly 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, Cultivating Communities for Student Success, 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: Cultivating Communities for Student Success, or the overall quality of the application submission. (0-5 points)

## Notifications on August 26, 2025

On Tuesday, August 26, 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. Contact with Committee members outside of the submission process is not 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 Tuesday, September 16th for the proposal to be "accepted." If the required documentation is not received by the due date, the proposal will be declined and another qualified proposal will be selected in its place.

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

Joe Sample, Speaker, has been tentatively selected to present at the 2026 National ESEA Conference, under the following Terms and Conditions.

### EVENT DETAILS

**EVENT:** 2026 National ESEA Conference

**February 10-12, 2026**

**HOST:** National Association of ESEA State Program Administrators (NAESPA)

**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 12, 2026

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

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

**Location:**

Colorado Convention Center  
700 14th Street  
Denver, Colorado 80202

**Room Name:** Room 504

**Session Type:** In-Person 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 Wi-Fi 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
- Downloadable copy of session recording available when requested and access to all session recordings for three months.

### 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 2026 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.

### CONTENT CONSISTENCY

The speaker agrees that the content presented at the conference will be the same as that approved in their proposal and listed in the Session Description.

### 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.

### PUBLIC HEALTH 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 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 2026 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 Presenter Terms & Conditions.

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

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