



NATIONAL ALLIANCE OF BLACK SCHOOL EDUCATORS
310 PENNSYLVANIA AVENUE SE
WASHINGTON, DC 20003
202-608-6310 OR 800-221-2654

GUIDELINES AND PROCEDURES FOR SUBMITTING PROPOSALS 2018
46th ANNUAL CONFERENCE – BALTIMORE, MARYLAND
November 7-11, 2018

ALL proposals must be submitted electronically by May 31, 2018.

Proposals Submission:

Proposals will be judged on five criteria: 1) relevance to the strands, 2) content quality, 3) clarity, 4) audience engagement, and 5) usefulness and application.

1. Selection Criteria: The proposal submission should address the following criteria:

- Identify the appropriate audience(s) suited for the session (i.e., superintendents, central office, teachers, principals, curriculum leaders, parents, higher education, high school, middle school, elementary, K-12.);
- State in a concise sentence(s) how the workshop supports the strand; **avoid rambling, editorializing, or discussing the issue or topic.**
- Denote, where appropriate, how the session's content is based on external evaluation or documented success.
- State clearly the 2-3 specific goals to be achieved in the session for the participants.
- Describe how the audience engagement or interactive participation will occur within the session.
- State the specific resources, materials, and/or tools that will be shared with the participants and that can be used immediately as take-aways.

2. Presentations must be limited to one (1) hour and 15 minutes, unless otherwise noted. Presenters must also be able to present their session at **any time** during the Annual Conference.

IMPORTANT DEADLINES AT A GLANCE

May 31, 2018	All proposals must be submitted by 11:59 p.m. at the NABSE website via Call for Proposal link.
July 15, 2018	The lead presenter will electronically receive to his/her email address a written notification on the status of his/her proposal.
November 8-10, 2018	Proposals that are approved and accepted for presentation will be scheduled during one of these three dates of the Annual Conference.

3. **All** proposals (due May 31, 2018) must adhere to the following expectations:
 - The lead presenter and all co-presenters **must** be listed on the submission form with their email addresses.
 - All presentation titles **must** clearly describe exactly what the presentation is about and must be limited to **10** words. **Concise and specific titles are requested.** NABSE reserves the right to edit presentation title. ***Remember, each presentation must identify with one of the workshop strands.***
 - A presentation description **must** be submitted and limited to **150 words**, excluding the title. Ensure that the description addresses the aforementioned five (5) criteria.
 - NABSE will offer Continuing Education Units (CEUs) to conference attendees. To qualify, NABSE will need to have each session accredited, which requires each lead and co-presenter to submit a 50-75 word biography or vitae. Presenters are asked to list their educational and professional backgrounds that warrant them as content experts.
4. **Registration:** **All** presenters whose presentations are selected **must register and pay registration fees.** NABSE **does not** pay honorariums or assume travel, lodging, or any other additional costs associated with presenting at the Annual Conference.
5. **Audio/Visual:** NABSE will provide **one podium, microphone, screen, LCD projector and Internet access** for each workshop. Presenters may rent additional A/V equipment at their own expense from the conference A/V supplier. An A/V Rental Form will be available on the NABSE website.
6. **Lead Presenter:** NABSE will officially correspond only with the lead presenter. It is the lead presenter's responsibility to communicate all conference information in a timely manner to all co-presenters.
7. **Submission Notification:** The lead presenter will electronically receive written notification on the status of their proposal. Additionally, a list of the NABSE 2018 workshops and presenters will be posted on the NABSE website. Lead presenter of selected proposals will also receive a confirmation email that will detail the date, time, and place of their scheduled session.
8. Presenters may be able to sell their publications and/or multi-media products during the Conference in the NABSE Exhibition Hall **ONLY**.
9. For additional information or inquiries about conference workshops or workshop logistics, email Dr. Lloyd Sain, Director, NABSE Research and Development Institute at proposals@nabse.org.

We look forward to receiving your proposal!