



CALL FOR PRESENTATIONS

The Virginia Association of Elementary School Principals
1805 Chantilly Street
Richmond, VA 23230
(804) 355-6791
Facsimile: (804) 355-1196
info@vaesp.org · www.vaesp.org

The Virginia Association of Elementary School Principals (VAESP) invites you to submit a proposal for a **Single Session**, a **Concurrent Session**, or a **Roundtable Discussion** to be considered for inclusion in upcoming conferences. Presentations are selected by a program review committee and are evaluated on the timeliness of the topic, overall interest, a well-defined description, and relevance to a particular conference strand. We are particularly interested in presentations or strategies that have proven to be successful in improving student achievement in reading/english, math, science, and social studies/history. If you have any questions, please contact VAESP at 804-355-6791, e-mail info@vaesp.org or fax at 804-355-1196.

Each **Concurrent Session** presenter will address a group of approximately 25 – 50 participants for 45-60 minutes. After a short break, the session will be repeated. Each **Single Session** presenter will address a group of approximately 35 – 50 participants for 45-60 minutes. Each **Roundtable Discussion** presenter will address a group of approximately 10 participants for 20-30 minutes. After a short break, the discussion will be repeated.

Handouts: Please prepare at least 50 handouts for each Concurrent or Single Session and at least 30 handouts for the Roundtable Discussions.

- ◆ Call for Presentation forms must be received at the VAESP office well in advance of each conference to be considered for acceptance.
- ◆ All presenters are **REQUIRED TO REGISTER** for the conference and to pay registration fees. Presenters will not be financially reimbursed for speaking, conference registration, travel, lodging, etc.
- ◆ In submitting your proposal, please be as specific as possible, especially in the title and the description of your presentation. The title should be descriptive of the program content. If your proposal is accepted, the 50-75 word “program copy” description will be used in the final conference program (subject to editing) providing the basis upon which attendees select their sessions. Also, please write this description with the reader in mind.

Submit your presentation proposal to: Conference Presentations
VAESP
1805 Chantilly Street
Richmond, VA 23230
FAX: (804) 355-1196
E-mail: info@vaesp.org

Should you have any questions, please contact VAESP at (804) 355-6791 or info@vaesp.org.

**All presentation proposals must be submitted on this form.
Please *DO NOT* send supplementary materials.
TYPE OR PRINT**

**ATTENTION CORPORATE SPEAKERS:
Only VAESP CORPORATE PARTNERS and CONFERENCE SPONSORS are allowed to present**

Name _____ Title _____

School/Organization _____ School Division _____

School/Organization Address _____

City _____ State _____ Zip _____

Telephone No. (_____) _____ E-mail Address _____

Co-Presenter (if applicable):

Name _____ Title _____

School/Organization _____ School Division _____

Address _____

City/State/Zip _____ Telephone No. (_____) _____

Format: (Check One)

CONCURRENT SESSION **SINGLE SESSION** **ROUNDTABLE DISCUSSION**

Presentation Title _____

Description of Session (50-75 words) _____

Target Audience (circle all that apply): Elementary, Middle, Administrator, Supervisor, Teacher, Others: _____

What do you feel the audience will gain from your session? What are your goals and objectives?

Audio Visual Needs: Overhead Projector Screen Extension Cord Handheld Mic
 Table for materials Table for equipment

(VAESP does not provide tv/vcrs, laptops, or projection devices due to rental costs. Should you need an item that is not listed above, please let VAESP know, and a cost estimate from the hotel will be provided for you. You will then be given the opportunity to pay for the rental of the additional items yourself. You may bring your own equipment with you.)

This presentation is submitted in the following strands: (Check the most appropriate.)

Strand	Elementary	Middle	All Levels
SOL/Curriculum & Instruction/Remediation			
SOA/Accountability			
Assessment & Data Analysis			
Instructional Technology			
Student Services and Programs			
Professional Development and Resources			
School Administration & Management			
Other:			