



Illinois Association for the Education of Young Children



**Illinois AEYC Conference
October 24-26, 2024
Crowne Plaza Hotel and Conference Center**

Illinois Association for the Education of Young Children (Illinois AEYC) is requesting presentation proposals for the ***Growing Futures*** conference to be held October 24-26, 2024 in Springfield, IL. **Workshops will be 90 minutes in duration.**

Deadline for proposal submission: February 18, 2024
Acceptance date: March 31, 2024

A. Presenter Information – *please print or type*

	Primary Presenter	Co-Presenter
Name Mailing Address		
Title & Place of Employment		
Presenter Qualifications		
Cell & Work phone with area code		
Email		
Are you a <i>Gateways to Opportunity Registry</i> Trainer?	<input type="checkbox"/> No ID # <input type="checkbox"/> Yes	<input type="checkbox"/> No ID # <input type="checkbox"/> Yes



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B. Proposal Information

Title of Presentation		
Have you presented this topic before? If so, where? <i>Example: 2018 or 2022 – Growing Futures Conference, Virtual</i>	Where: <input type="checkbox"/> Yes <input type="checkbox"/> No	
Describe how you will incorporate adult learning theory into your presentation.		
Will you have merchandise to sell immediately following your presentation? (Someone from the conference committee will contact you to arrange)	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Rationale & Objectives	Rationale	Objectives
Session Description (subject to editing for program)		



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Age Range	<input type="checkbox"/> Birth-3 years <input type="checkbox"/> Birth-5 years <input type="checkbox"/> Birth-8 years <input type="checkbox"/> 3-5 years <input type="checkbox"/> 3-8 years <input type="checkbox"/> 5-8 years <input type="checkbox"/> Adult Learners		
Target Audience	<input type="checkbox"/> Teacher Assistant <input type="checkbox"/> Director <input type="checkbox"/> Teacher <input type="checkbox"/> Support Services <input type="checkbox"/> Family Educator <input type="checkbox"/> Administrator <input type="checkbox"/> Provider <input type="checkbox"/> Family Child Care		
Select the level of your presentation	<input type="checkbox"/> Introductory/Awareness: General information, participants do not need background information <input type="checkbox"/> Intermediate/Application: Participants have some background knowledge before attending. Additional information is given to help participants apply the knowledge and begin to problem solve. <input type="checkbox"/> Advanced/Mastery: Participants have strong knowledge of the topic, and the session is designed to integrate current knowledge and skills with new information to analyze or create plans for future growth or implementation. <input type="checkbox"/> Suitable for all		
Presentation day/time conflicts: Illinois AEYC has final say in day/time assignment. Please list any conflicts that you might have for the scheduled conference.	<input type="checkbox"/> Thursday, 10/26	<input type="checkbox"/> Friday, 10/27	<input type="checkbox"/> Saturday, 10/28 Sessions only go until noon.
Are you willing to repeat your session?	<input type="checkbox"/> Yes <input type="checkbox"/> No		
Is this workshop Registry-approved?	<input type="checkbox"/> Yes <input type="checkbox"/> No		
Any special needs, please note (Illinois AEYC will make every effort to accommodate special needs)			
Presentation Strand	<input type="checkbox"/> Relationships <input type="checkbox"/> Assessment of Child Progress <input type="checkbox"/> Curriculum <input type="checkbox"/> Staff Competencies, Preparation, and Support <input type="checkbox"/> Teaching <input type="checkbox"/> Families		



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	<input type="checkbox"/> Health <input type="checkbox"/> Leadership and Management <input type="checkbox"/> Physical Environment <input type="checkbox"/> Community Relationships
Technology – a screen, AV chart, flip chart and markers will be provided by Illinois AEYC. Individuals are responsible for bringing their own LCD projector, speakers and computer (as well as any connectors).	<p>I understand that I am responsible for providing my own LCD projector, laptop and speakers for my presentation.</p> <p><input type="checkbox"/> Yes, I understand.</p> <p>Signature: _____</p>
Photos	<p>I grant permission to Illinois AEYC to take photos of me during the conference to be shared in conference promotion.</p> <p><input type="checkbox"/> Yes, I confirm permission to photograph conference sessions.</p> <p>Initial: _____</p>
Conflict of Interest	<p>It is agreed the presenter will avoid recommending or mentioning any specific product by its trade name. When reference is made to a specific product by trade name the presenter will list competitive products as well.</p> <p><input type="checkbox"/> Yes, I understand.</p> <p>Initial: _____</p>
Primary Presenter Signature/Date	<p>Signature: _____</p> <p>Submission Date: _____</p>

Presenter

- Presentations are limited to a maximum number of two (2) presenters.
- 25% off the registration fee for Presenter(s) if you plan to attend the conference. If you are not attending the conference (outside of your session), there is no cost.
- Illinois AEYC does not compensate presenters for presentations, travel/lodging, copying costs, or other presentation related expenses.

Workshop Requirements

- Presentations correlate to a specific NAEYC program strand.
- Presentations reflect current trends and/or developmentally appropriate practice.
- Handouts are not required; however, if provided are the responsibility of the presenter and should be made prior to arriving at the conference.



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- Merchandise may not be sold during the presentation but may be sold in the exhibit hall and presenter booth.

Illinois AEYC will:

- Provide each workshop a room facilitator.
- Provide each room with a screen to project on.
- Provide each room with a stand for **YOUR** AV to be set up on with an extension cord.
- Provide each room with flip chart stands and markers.
- Rooms will be set classroom style. Illinois AEYC reserves final discretion on room assignments. Please note this in the special needs area above. If the classroom is not ideal, we will try to accommodate.

Submit completed RFP to christy@illinoisaeYC.org by February 18, 2024.