**CSBA’s Annual Education Conference and Trade Show**

**Call for Proposal Prep Sheet**

Deadline – May 3, 2024

***(Please use this prep sheet to prepare for your proposal before officially submitting your idea through the*** [***online form***](https://cpm.csba.org/)***.) DO NOT submit this Word document.***

We highly recommend utilizing this form to gather your thoughts for your proposal prior to initiating the submission process via the official online proposal form. This can save you significant time and make refining your idea easier. Also, it can be handy to keep a copy of this document for you to reference should your proposal be selected. If you have any questions prior to submitting don't hesitate to reach out by emailing aec@csba.org.

CSBA is seeking trailblazing ideas for its 2024 Annual Education Conference and Trade Show in Anaheim, California, Dec. 5–7. **From April 1 to May 3**, we're inviting members from across the state to submit proposals that will spark important conversations and shape the future of public education in California.

Share your expertise in two ways:

* **Workshops:** Dive deep into specific themes or challenges featuring practical applications, facilitated discussions and collaborative learning opportunities. 65 minutes in length.
* **Table Talks**: Ignite discussions on emerging topics and critical trends in a dynamic, small-group setting. 45 minutes in length.

Please visit <http://aec.csba.org/call-for-proposals/> for access to the proposal requirements, criteria, session types, presenter types, and strand descriptions.

#### Submission Process Overview

Be prepared to provide the following items:

1. Presentation title, description, and target audience.
2. See below to view the session format that sessions must adhere to, with appropriate time allotted for each section.
	1. [Workshops](http://aec.csba.org/wp-content/uploads/2024/02/Workshop-Structure-Dos-and-Donts-and-Best-Practices_2024-AEC.pdf)
	2. [Table Talks](http://aec.csba.org/wp-content/uploads/2024/02/Table-Talk-Structure-Dos-and-Donts-and-Best-Practices_2024-AEC.pdf)
3. Outline the following elements of your workshop presentation:
	1. Governance and policy challenges
	2. Solutions implemented
	3. Results and outcomes for students, schools, and budget implications (if any)
	4. Key takeaways and Call to Actions for our audience
4. Supplemental information: You may upload up to 2 pages of additional information (e.g., brochures, press clippings, project plan).
5. Details for each presenter and your designated session moderator:
	1. Name
	2. Title
	3. Affiliation
	4. Email
	5. Phone
6. Strand ([Click here](http://aec.csba.org/call-for-proposals/#1551640540512-bd1aa38f-1769) to review strand descriptions).

#### Submission Form

To be considered, proposal applications must meet all the requirements and criteria outlined within this document. You must answer all the questions in order to submit your proposal application.

**Email:**

Please enter the email address where you wish to receive your proposal submission confirmation.

**Select strand:**

What strand best describes the theme of your proposal? [Click here](http://aec.csba.org/call-for-proposals/#1551640540512-bd1aa38f-1769) to review strand descriptions.

**Presentation title:**

Enter the FULL PRESENTATION TITLE of your submission. This will be used for printing in the final program. (Maximum character limit, including spaces, must not exceed 50 characters)

*TIP: It’s helpful to have a title that’s concise, clear about what topics, techniques, and/or approaches your session will cover. That can help it attract the right audience as well as assist attendees who choose sessions based on the title alone.*

**Presentation type:** (select one)

* Issue Discussion
* Model Program / Best Practices

**Type of organization submitting the proposal:** (select one)

* School District
* County Office of Education
* Agency (The proposal will not be considered if it does not include a CSBA member district/county presenter)
* Business Partner/Business Affiliate

**Select the target audience that will most benefit from your presentation:** (select one)

* New and First Term Board Members
* Experienced Board Members
* Superintendents and Administrators
* Executive Assistants
* Student Board Members

**This proposal is most appropriately suited for attendees from these district types:** (select all that apply)

* Small (2,500 ADA and lower)
* Rural
* Urban
* Suburban
* Elementary School District
* High School District
* Unified School District
* County Office of Education

**Session description** (Maximum character limit, including spaces, must not exceed 500 characters)

Enter the description for your presentation. Your description should accurately describe what you intend to present. Be clear and concise in your messaging so that members understand what to expect, and what they will gain from attending this session. Subject to final editing by CSBA.

It should be written to interest CSBA members and reference all of the below:

* Governance and policy challenges
* Solutions implemented
* Results and outcomes for students, schools, and budget implications
* Replicability/scalability
* Key takeaways and Call to Actions for our audience

*Tip: Remember, conference attendees will be relying on the information you provide here to determine if they want to attend your session, so be descriptive! Be sure to write with the attendee in mind, such as using sentences starting with phrases like "You will...". Your description should paint a picture of the issue your session is addressing.*

**Highlight** (Maximum character limit, including spaces, must not exceed 500 characters)

Highlight the board member governance role, policy issues addressed, and budget implications of your topic.

**Key takeaways/Call to action:** (Maximum character limit, including spaces, must not exceed 300 characters)

What are the top 3 takeaways and Call to Actions for our audience from your session?

*Tip: Complete the sentence, "In this session, you will learn…”*

**Supplemental materials:**

You may upload up to 2 documents (e.g., brochures, press clippings, project plan) to be included with your proposal submission.

**Acknowledgement for workshops:**

CSBA equips all session rooms with a podium microphone, (4) handheld microphones on a panel table on-stage, a large screen, an LCD projector, audio projection capabilities, and Wi-Fi.

Each panel will need to bring their own laptop along with an HDMI cable for presenting. Your laptop should be loaded with presentation materials from each panelist. If you are using audio or video, please embed them in your presentation. In addition, please be sure to bring your laptop charger, and any additional connective devices you may need.

Each workshop will allocate 15 mins for Questions & Answers. There is no roaming microphone. No exceptions will be made.

**Acknowledgement for table talks:**

Please note that due to facility limitations for table talks, the use of audio/visual equipment is not permitted.

**Speaker information:**

Please enter the names of ALL speakers here - including yourself. You must fill in details for each presenter that will participate on the panel.

* **Workshops:** Are limited to four (4) panel members, including the moderator. No exceptions will be made. 65 minutes in length.
* **Table Talks:** Only one (1) presenter per table talk allowed. If others wish to participate, they must pay the conference registration rate. CSBA will only publish one presenter per table talk. 45 minutes in length.

**Must include:**

* First Name
* Last Name
* Title
* Company
* Phone
* Email

**Submit your proposal!**

Upon submission, a confirmation email will be sent to the submitter's email address. While the review process may take some time, we anticipate being able to provide an update on the status of your proposal by mid-July. Should you have any inquiries before then, please don't hesitate to contact us at aec@csba.org.